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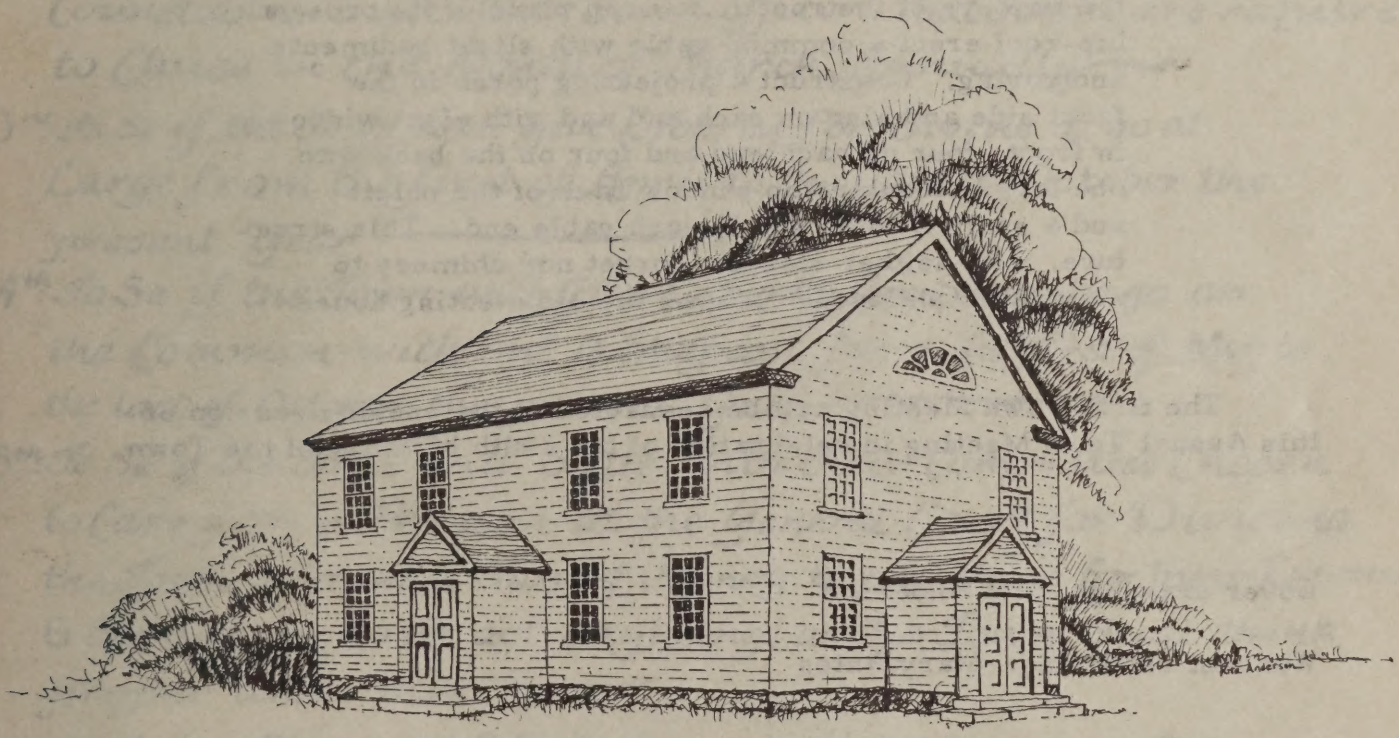
TOWN OF WAYLAND

REPORT

OF THE

FINANCE COMMITTEE



INCLUDING

WARRANT ARTICLES

FOR ANNUAL TOWN MEETING

April 9, 1980

With Finance Committee's

RECOMMENDATIONS AND BUDGET

In April 1780, East Sudbury, now Wayland, became an independent Town upon its separation from Sudbury. A rendering of the original Warrant of the first Town Meeting appears on the opposite page.

The front cover of this Warrant depicts the first Meeting House of East Sudbury which was demolished in 1814. The drawing was developed from the description written by James Sumner Draper:

> "The frame of the building known as the 'old green store' (now the house called Kirkside at 211 Boston Post Road) is that of the 'old meeting house of 1814' with partially diminished proportions and excepting the timbers of the roof . . . . In place of its present hip-roof erect a common gable with slight pediments and coving. Construct a projecting porch in the front side and also on each end and with eight windows in front, four on each end and four on the back with one large circular-top window back of the pulpit and a semicircular one in each gable end. This structure, with neither steeple, turret nor chimney to relieve its plainness ... was the old meeting house of 1814."

The first Town Meeting will be reenacted at the opening session of this Annual Town Meeting in celebration of the 200th birthday of the Town.

Cover drawing: Rita Anderson

Warrant rendering: Mary Antes

Middlefexfs To Richard Heard Gent. one of the principal Innabitants of the Town of East Sudbury —

Agreable to the Direction of a Law of this State you are Required to warn all the Freeholders & other Inhabitants of & Belonging to the Town of East Sudbury Qualified as the Law Directs to Vote in Town affairs to Meet at the Meeting House in Said Town on Monday the Twenty fourth Day of April Instant at one oClock in the afternoon on Said Day — then & there — — —

1st: To Chuse a Moderator —

2nd: To Chuse Town Clerk Selectmen Town Treasurer Assessors Constables & all Other Town officers that Towns are required to Chuse in the Month of March Annually —

3rd: To See if the Town will Give Liberty for Swine to go at Large from the first of April to the Last of October the present Year —

4th: To See if the Town will Give Liberty for Sheep to go on the Common with out a Shepard from the first of May to the last of October the present Year —

5th: To See if the Town will Settle with their Committee Chosen to Carry on a Petition at the General Court for Dividing the Town & Grant a Sum of Money to pay them for their Expenses & Service, or do or act anything, as the Town Shall think proper when met —

and Make Return of this warrant with your Doings thereon at Time & place above Mentioned —

Framingham April 15th, 1780 Josiah Stone Justice Peace

E. Sudbury April 24th, 1780

I have Warned & caused to be Warned all the freeholding & other inhabitants of & Belonging to Said Town to meet at Time & place as within Directed —

Richard Heard } Appointed to Do Said Service

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FINANCE COMMITTEE REPORT

GUIDELINE:

The Finance Committee's guideline for departmental budgets for Fiscal Year 1981 was based on maintaining the present level of services in the Town. The Committee was hopeful of staying within the State Tax Cap, but, mindful of general inflationary pressures, spiraling fuel costs, and the upcoming labor negotiations with most Town Employees, was not optimistic. The departments were asked not to exceed present staffing levels and to stay within a 10% increase for non-salary accounts. Non-recurring items in the current year's budget were not included in the base for the coming year. The Finance Committee reviewed each request for capital expenditures and other one-time items on a case-by-case basis.

BUDGET SUMMARY:

The total recommended budget appropriation for Fiscal Year 1981 as printed in the Warrant is $13,012,097, compared with $12,343,892 for the current Fiscal Year. This represents an increase of 5.4%, and includes all projected increases in the cost of fuel used by the Town as well as an assumption regarding the outcome of labor negotiations. This assumption is necessary since these negotiations may not be completed until well after the conclusion of the Annual Town Meeting.

LONG TERM COST SAVING MEASURES:

In general, the Finance Committee has taken an aggressive position in recommending to the Board of Selectmen and other Town departments that extra efforts be made to maintain and repair the Town's physical plant and ensure against unnecessary expenditures for energy consumption. Specifically, in the Budget and Articles recommended in this Warrant there is a provision for painting, repair and insulation of Town Buildings, exterior repairs for the Library, the formation of a Road Policy Committee to develop a long range plan for the repair of Town roads, and renovation, plus construction of additional space, at the Park and Highway Garage.

This philosophy carries over as well to other long range benefits to the Town such as the proposed mini-transfer station at the new sanitary landfill, the joint communication facility in the Public Safety Building and support for the Selectmen's Committee on Data Processing.

All told, the items in this category which are included in the proposed Budgets and Articles amount to more than $500,000.

PERSONNEL:

When all personnel changes in Town departments, including Schools, are taken into account, there will be a net reduction of 16.2 positions if the recommended budget is approved. Specifically, the changes are:

Police Department	+ 1.2
Data Processing	+ .5
Park and Recreation	+ .3
Schools	-18.2

SPECIFIC DEPARTMENTAL INCREASES:

Those departments whose proposed budget increases for FY'81 is significantly higher than the FY'80 level are:

1. Town Offices:

Irrespective of salaries, the Town Office expenses will be up sharply in FY'81. Budget provisions for general expense, electricity, telephone, and gasoline have been increased by $17,000 mainly reflecting inflationary pressures, but to some extent insufficient budgets in previous years.

The Board of Selectmen and the Finance Committee are jointly recommending an expenditure of $10,000 for a professional audit of the Town. This was last done in FY'78. In addition, a professional study of the Town's insurance needs is also being proposed. The sum of $5,000 has been earmarked for this study.

2. Town Buildings:

The budget for the Wayland Town Building (the former Junior High School) will increase by nearly $24,000. This increase is related solely to the fact that $73,500 must be allocated to oil and electricity alone. Both the School Administration and Town Office management are taking steps to contain these costs wherever possible. Additional work will be necessary to add controls to the heating and air conditioning system in the building. The Town Building was not in use on Wednesday nights during the winter this year in an effort to conserve fuel and electricity.

The Public Safety and Cochituate Town Buildings will undergo major external repair work in FY'81. New roofs will be put on the buildings, the outside trim will be painted and insulation will be added. The cost for all of this work is estimated at $41,000.

3. Data Processing:

In general, there is demand for computing services by the Town departments that far exceeds the availability of the current resources. As a result, the Board of Selectmen will reinstitute the Town's Data Processing Committee to study the needs in this area and to make a recommendation for any necessary expansion.

The costs for FY'81 will be higher than the current year due to an additional disk drive on the computer, external software support provided by NCR personnel, and an additional part-time computer operator.

4. Town Counsel:

The Board of Selectmen this year appointed the firm of Hutchins and Wheeler as Town Counsel, replacing C. Peter R. Gossels who resigned after serving the Town for many years. The Town still retains Mr. Gossels to complete the major cases with which he was involved when he resigned. In addition, the Town has retained Mr. Warren D. Atlas as its Labor Counsel and the School Department utilizes Mr. Alan S. Miller for its labor contract work.

During the past few years, the amount of legal work spawned by various significant issues (e.g., Chapter 766, School Reduction In Force, Disability cases, Union grievances) has caused overruns in the Town Counsel accounts.

The Board of Selectmen and the Finance Committee have proposed an increase of $16,500 to bring the budget in line with expected costs.

5. Police Department:

In an exception to the guideline of retaining services at their current level, the Board of Selectmen has strongly

recommended increased Police protection for the Town. Thus, the department has proposed 1.2 additional civilian dispatchers so that uniformed officers can be on patrol rather than in the office. In addition, a radio repeater station will be added to provide for high reliability for Police communication in the Town. Finally, the cost of the four new Police cars will increase by about $1,000 per car in FY'81 over FY'80.

6. Highway Department:

The Solid Waste Disposal Committee recommends and the Board of Selectmen, Finance Committee and Road Commissioners jointly support the establishment of a mini-transfer station at the new sanitary landfill which will open on or about July 1. The initial cost for the equipment needed is approximately $60,000; and, although this has been added to the Highway budget, the Finance Committee will recommend that this item be appropriated from Excess and Deficiency. This cost will, therefore, not add to the FY'81 tax rate. The Solid Waste Disposal Committee is prepared to make a presentation on the proposal at Town Meeting.

The Highway budget includes $20,000 for repairs to the Park and Highway Garage. This will be deleted if the garage addition and renovations are approved under Article 26 in this Warrant.

7. Library:

The Library has an ongoing program to repair the Library Building, the oldest of the Town buildings. The Capital Planning Committee and the Finance Committee support this program. Due to necessary roof repairs and the unique tiles on the roof, it is necessary to increase the capital outlay by $5,000.

The Library Materials account has been increased by $7,000 in order to stay even with the dramatically increased cost of books and other primary Library materials.

SCHOOLS:

The School Committee budget for FY'81 falls within the State's 4% school appropriation cap. This was made possible by the continuing decrease in students at the elementary level and, in particular, by the closing of the Loker School this June.

The Finance Committee believes that the quality of Wayland's school system is inextricably related to the quality of the Town overall and, indeed, to its tax base. The School Committee and Administration are faced with the difficult challenge in the not too distant future of maintaining Wayland's distinctive educational offering in the face of the shrinkage of its basic resource -- children. (At present, the Senior High Class is twice the size of the first grade.)

The Finance Committee has a liaison member serving on the School Committee's Long Range Planning Committee and offers its full assistance in whatever way possible.

The Town's contribution to the Minuteman Vocational Technical School will decrease once again in Fiscal Year 1981 as a result of its declining share of the school's enrollment. During the current year, Wayland pays $180,442 for 63 students. Next year, the Town will pay $158,301 for 56 students. The school is endeavoring to maintain its enrollment by admitting additional towns to its regional district.

CAPITAL PLANNING COMMITTEE:

The Finance Committee wishes to express its appreciation for the work of the Capital Planning Committee (CPC) whose second annual report appears in Appendix D of this Warrant. Without its assistance, the Finance Committee would be lacking an important aspect of both the budget process and its content.

DEBT AND INTEREST:

The current year represents a peak in the Town's principal and interest payments based on the last several years and the foreseeable future. Major borrowings are possible in the coming years for the Town road improvement program and a library addition.

The first borrowing was made recently for the final design phase of the Joint Septage Treatment Facility (to be paid for with Sudbury).

The Water Commissioners have tentatively decided to borrow for a new standpipe for the Town. However, the cost of this borrowing will be supported by revenues from the use of water in Town.

ARTICLES:

The Articles for which expenditures would be needed in Fiscal Year 1981 and which are recommended by the Finance Committee represent a total cost of approximately $508,842. The funds for these Articles would be provided as follows:

Transferred from Highway and Water Dept. accounts	$143,506
Transferred from Excess and Deficiency	365,336

Thus, any appropriations for the Articles will not be added directly to the FY'81 Tax Rate.

TAX CAPS:

There are three separate Tax Caps imposed on all cities, towns and regional districts in the State. These are, as applied to Wayland, the School Appropriation Tax Cap, the Town Appropriation Tax Cap, and the Town Levy Cap. In simple terms, the Tax Cap Legislation provides that the Town appropriations for FY'80 may not be exceeded by more than 104% in FY'81, except by two-thirds vote of Town Meeting. The Levy Cap refers to a limit on the amount the Town can spend from all funding sources. This Cap is also set at 104% of the FY'80 base and can be exceeded by two-thirds vote of the Town Meeting.

Since the School budget for FY'81 is within the School Appropriation Cap, no special action on this Cap will be necessary.

Each of the formulae for the Town Appropriation and Levy Caps is very complex as many items are excluded. (In fact, the forms which the Town is required to submit to the State in order to gain the approval for the Tax Rate are 16 pages long.)

At the time this Warrant goes to press, it is the best estimate of the Finance Committee that the Appropriation Cap will be exceeded by approximately $678,000. Likewise, for the Levy Cap the anticipated excess will be about $537,000. The Finance Committee will propose that the Town vote, by two-thirds majority, to exceed the Town Appropriation and Levy Caps under Articles 28 and 29. The exact amounts will be stated in the motions for each of the Articles.

Another provision of the Cap Legislation is that, unless the Town votes by two-thirds majority to exclude a specific amount, the Town's free cash (Excess and Deficiency, less uncollected taxes) as of July 1, 1979 must be used to reduce the tax rate. In Wayland's case, the free cash last July 1 was $488,000. If the Finance Committee's recommendation to use approximately $584,000 of E & D money to fund various Articles and budget items is adopted, no special vote under the Free Cash restriction will be necessary.

Traditionally, the Finance Committee has recommended the use of E & D funds to help stabilize the tax rate from year-to-year and, in general, to pay for those items which have a long term effect on the Town.

TAX RATE PROJECTION:

Based on the recommended Budget and Articles for FY'81, the preceding assumptions and estimates regarding the Cap and Free Cash overrides and several projections as to net State Revenues (Cherry Sheet), Town Valuation, and other Town receipts, the Finance Committee is forecasting a Tax Rate in Fiscal Year 1981 of $45.70, up $1.10 or 2.5% from the current rate of $44.60. All of this increase is attributable to lower estimates for State and Federal aid. Otherwise, the Town's increase in estimated receipts (shown below in Table III) and increases due to new houses would have allowed the estimated tax rate to remain the same.

Recent Wayland Tax Rate history is as follows:

Fiscal Year	Tax Rate	% Increase	Tax On A House Assessed for $50,000
1976	$38.20	-----	$1,910
1977	41.50	+ 8.6	2,075
1978	47.25	+13.9	2,362
1979	45.85	- 3.0	2,292
1980	44.60	- 2.7	2,230
1981 Est.	45.70	+ 2.5	2,285

It is hoped that the following tables will be informative and provide an historical perspective. Please also see the Debt Service Chart included in the Proposed Capital Borrowing Program section of the CPC report in Appendix D.

TABLE I

Wayland Income and Expense Statement

	FY 1979	FY 1980	Projected FY 1981
Budget	$11,524,000	$12,344,000	$13,012,000
Articles	+ 323,000	+ 172,000	439,000
* Extraordinary Expenses	+ 190,000	+ 46,000	
TOTAL TOWN EXPENSE	12,037,000	12,562,000	13,451,000
Net "Cherry Sheet"	- 983,000	- 1,455,000	- 1,110,000
	11,054,000	11,107,000	12,341,000
Overlay Expense	+ 214,000	+ 119,000	+ 127,000
	11,268,000	11,226,000	12,468,000
Federal Revenue Sharing	- 247,000	- 202,000	- 192,000
Net to be Raised by Town	11,021,000	11,024,000	12,276,000
Estimated Receipts	- 780,000	- 927,000	- 1,264,000
Net to be Raised	10,241,000	10,097,000	11,012,000
From Available Funds	- 301,000	- 124,000	- 558,000
To be Raised from Taxes	9,940,000	9,973,000	10,454,000
Assessed Valuation	216,800,000	223,619,000	228,619,000
Tax Rate -- Total Costs			
÷ Valuation x 1000	$45.85	$44.60	$45.70

* Includes Storm Emergency expense and contractual liabilities.

TABLE II

Five Year Historical Budget Summary

Fiscal Year	School	Town	Total	Increase	%
1981(Est.)	$7,648,940	$5,363,157	$13,012,097	$668,205	5.4
1980	7,202,723	5,141,169	12,343,892	819,676	7.1
1979	6,862,604	4,661,612	11,524,216	8,784	-0.07
1978	6,960,000	4,573,000	11,533,000	659,000	6.1
1977	6,704,000	4,169,000	10,873,000	514,000	5.0

TABLE III

Town Revenues, Exclusive of Real Estate Taxes

	FY 1976	FY 1977	FY 1978	FY 1979	FY 1980 Est.
Auto Excise Taxes	$ 489,000	$ 560,000	$ 635,000	$ 639,939	$ 845,094
Fees, Fines, Interest,etc.	192,000	208,000	306,000	287,014	419,004
Federal Revenue Sharing	242,000	248,000	202,000	201,950	192,171
Net Receipts from State (Cherry Sheet)	969,000	923,000	1,030,000	1,454,900	1,110,028
TOTAL REVENUES	$ 1,892,000	$1,939,000	$ 2,173,000	$2,583,803	$ 2,566,297
Raised from Taxes	$10,133,000	$9,940,000	$10,396,000	$9,973,000	$10,453,320

ABOVE and BEYOND the CALL:

All Finance Committee meetings occur in the evening and have consistently been supported and attended by members of the Town Office staff. These tireless, dedicated people can frequently be found working at the Town Office Building on Saturdays and Sundays as well. The Finance Committee could not possibly complete its task without the consistent high quality support of Ned Perry, the Executive Secretary of the Town, Alice Weldon, his secretary, John O'Reilly, Administrator of Financial Services and Personnel Administrator, Bob Hilliard, the Town Accountant, and Betty Parker, Principal Clerk.

The whole Town owes these and all members of the Town staff a great debt of gratitude as they fulfill their duties with ever decreasing resources and increasing demands. Their work is always completed without complaint and in a totally professional manner.

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Town of Wayland

* * * WARRANT * * *

To any of the Constables of the Town of Wayland, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Wayland, who shall be qualified to vote in accord with the provisions of G.L. Chapter 51, Section 1, to come to their respective polling places (Precinct 1 in the Gymnasium of the Town Office Building and Precinct 2 in the Junior High School) on

MONDAY, APRIL 7, 1980 BETWEEN 7:00 A.M. and 8:00 P.M.

to choose the following Town officers by ballot from Wayland's registered voters for the following terms of office:

A Moderator, two members of the School Committee, each for one year;

One Town Clerk, one Selectman, one member of the School Committee, one Assessor, two Trustees of the Public Library, one member of the Board of Health, one Road Commissioner, one member of the Planning Board, two members of the Park and Recreation Commission, one Water Commissioner, one Commissioner of Trust Funds, each for three years;

One member of the Planning Board, one member of the Housing Authority, each for five years;

as well as such other Town officers as may be necessary.

You are also required to notify all such residents of Wayland to meet in the Field House of the Wayland High School on

WEDNESDAY, APRIL 9, 1980, at 7:45 P.M.

to act on the following Articles:

Notice: It is the intention of the Finance Committee to request of the Town that if adjourned meetings be necessary to complete the action on the Warrant, they be held Thursday, April 10 and Monday, April 14, Tuesday, April 15, Wednesday, April 16, and Thursday, April 17, 1980.

* * * * * * * * * *

ARTICLE 1. TO HEAR REPORTS

Article 1. To receive and act upon reports of Town officers, agents, trustees, commissioners, boards, and committees; or take any action relative thereto.

ARTICLE 2. TO CHOOSE OFFICERS

Article 2. To choose Town officers, agents, trustees, commissioners, boards, and committees not elected by the official ballot.

ARTICLE 3. AMEND WAGE AND SALARY PLAN

PROPOSED BY: PERSONNEL BOARD

Article 3. To see if the Town will vote to amend the Wage and Salary Classification Plan previously adopted by the Town by deleting the entire Article II, Section 1 of said Plan and substituting in place thereof Appendix A of the Report of the Finance Committee and by establishing effective dates for such amendment; or take any action relative thereto.

COMMENTS: At present, negotiations are in process for Fiscal Year 1981 with six of the Town's bargaining units: Clerical, Police, Highway, Water, Crossing Guards and Park and Recreation. The Fire unit is in the second year of a three-year contract which provides for salary increases of 4% for Fiscal Year 1981. During this fiscal year, negotiations were concluded with the Highway unit calling for a 7% increase and with the Crossing Guards calling for a 5% increase, both effective this fiscal year.

Non-union employees have not been awarded pay increases at the time this Warrant goes to press. Their pay scale will be set when the Personnel Board is further along in negotiations with the union employees.

As mentioned in last year's Warrant, most employees, union and non-union have received salary increases of 5-6% in each of the past two years. With inflation at 22% for this two-year period, both the employees and the Town face difficult financial problems.

Appendix A of the Warrant sets forth the current salary of all Town employees and, in the case of the Fire Fighters, the contractual salaries

for Fiscal Year 1981. Also, Appendix A shows the Board's recommendations for salaries for Administrative and Professional employees for FY'81. These increases average 8.6%, which the Board feels appropriate (after average increases of 4% and 6.7% respectively for the past two years) in light of the salary analysis work conducted during the past year.

As reported by the Board in last year's Warrant, the Selectmen have been engaged in a restructuring of the central office staff. Coincidentally, there were vacancies in the positions of Fire Chief, Administrative Assistant, Data Processing Manager, and Town Accountant. The Selectmen requested the Board's assistance in revising job descriptions and setting salary ranges for the vacant positions so as to attract well-qualified applicants. The restructuring has been completed and implemented by the Selectmen. The Police and Fire Chiefs now report to the Executive Secretary, and the Treasurer, Town Accountant, Data Processing Manager, and Administrative Assistant report to the Administrator of Financial Services and Personnel (AFSP), who, in turn, reports to the Executive Secretary. All other Department Heads under the jurisdiction of the Selectmen continue to report to the Executive Secretary. With the addition of an Administrative Assistant, authorized by last year's Town Meeting, the office of the Executive Secretary has been strengthened, resulting in more efficient and professional administration of the Town offices. Administrative and legal support of the Board has also thus been strengthened, resulting in more effective personnel management for the benefit of the Town and its employees.

The Selectmen asked the Board to establish ranges for all Administrative and Professional positions in Town to reflect existing and new job responsibilities. With the aid of the Administrative Assistant positions in towns comparable to Wayland in population and income levels were studied and ranges established. The Board found that while some administrative positions in Wayland were paid competitively with those in similar towns, other positions were paid significantly less, especially that of the Executive Secretary.

Last year's Town Meeting voted an increase of $3,000 in the Board's Adjustment Fund to provide for salary changes resulting from the restructuring of positions and filling the vacancies mentioned above. The Board, in agreement with the Selectmen has authorized payment of $2,519 of this amount for this fiscal year.

The Board has recommended, and the Selectmen have agreed to, six-month performance evaluations of new personnel and annual performance evaluations of all administrative employees on the anniversary date of appointment to their positions. The Board requested that its Adjustment Fund be increased by $6,500 to $11,500 to provide for possible merit salary adjustments at these evaluation dates.

Based on the ranges established and the fiscal constraints facing the Town, the Board has recommended the salaries set forth in Appendix A.

During the coming year, the Board will update the Town's Personnel By-Law and devise forms to assist Town Boards and Commissions in implementing the new procedures for evaluation of employees. The Board is confident that these procedures will be of benefit both to the Town and its employees.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 4. TRANSFERS - CURRENT FISCAL YEAR

PROPOSED BY: FINANCE COMMITTEE

Article 4. To see if the Town will appropriate a sum or sums of money for the operation and expenses of various Town departments for the current fiscal year; to determine whether such appropriations shall be provided by appropriation from available funds, by transfer of funds already appropriated for another purpose, or received as grants from the Commonwealth or Federal government, by borrowing under the authority of the General Laws, or otherwise; and to determine what Town officer, board or committee or combination of them shall be authorized to expend the money or monies appropriated therefor; or take any action relative thereto.

COMMENTS: Before proceeding to the business of Fiscal Year 1981 in subsequent Articles, this Article deals with appropriations necessary to complete the Town's fiscal affairs properly in Fiscal 1980.

Seven motions will be made under this Article, each requesting either a transfer of funds from one account to another or an appropriation from Excess and Deficiency.

This action is required by State Statute which does not permit overruns on any line item in the Town budget. The seven transfers are as follows:

1. $39,000 from the Snow Removal Account to Highway - Labor ($33,000) and Maintenance of Equipment ($6,000). These transfers are necessary due to the lack of snow and ice this winter where, for program budget purposes, these sums were allocated.

2. $10,000 from Water Available Surplus to Water Department - Maintenance. This transfer is necessary due to the increased cost of electricity.

3. $19,000 from Excess and Deficiency to the Police Department and $22,000 from Excess and Deficiency to the Fire Department. $34,000 of these transfers are for personnel services. Two police officers and one fire fighter have been on disability leave this fiscal year. These absences cause additional overtime and overruns in the regular salary accounts. In addition, the State granted one additional holiday on the occasion of Pope John Paul's visit. The balance of $7,000 has been expended on repairs and renovations necessary following the conversion of the old Town Office Building to a Public Safety Building.

4. $15,000 from Excess and Deficiency to the Wayland Town Building. This transfer is necessary due to the unexpectedly high cost of heating the building.

5. $20,000 from Excess and Deficiency to the School Department. This transfer is necessary to pay for the costs of upkeep of the Cochituate School which the Town expected would have been transferred to a developer for senior citizen housing before the beginning of the fiscal year.

6. $12,000 from Excess and Deficiency to the Town Offices accounts. This transfer is necessary for the increased costs of gasoline ($8,000) and electricity ($4,000).

7. $12,000 from Excess and Deficiency to Town Buildings. This transfer is necessary to cover the cost of heating the Public Safety and Cochituate Town Buildings.

It is notable that of the $149,000 of requested transfers, $69,000 is energy cost-related.

The Finance Committee will also make motion under this Article to authorize the purchase of a $7,000 Fire Chief's car for which funds were appropriated by previous Town Meetings.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 5. RAISE AND APPROPRIATE -- BUDGET

PROPOSED BY: FINANCE COMMITTEE

Article 5. To see what sums of money the Town will appropriate for the operations and expense of the Town and to determine how such appropriations shall be provided.

COMMENTS: The following is a budget summary of the motion the Finance Committee expects to make under the Article. See the Finance Committee Report for additional budget information.

BUDGET SUMMARY

	Appropriated Fiscal Year 1979	Appropriated Fiscal Year 1980	Budget Fiscal Year 1980	Per Cent Increase
General Government	$ 603,671	$ 666,394	$ 852,649	27.9
Protection	1,103,873	1,214,541	1,305,281	8.2
Health	219,703	228,961	254,983	11.4
Highway	500,365	675,202	791,111	17.2
Veterans' Benefits	12,970	12,700	12,700	---
Schools	6,802,130	7,202,723	7,490,639	4.0
Regional Voc.School	218,007	180,442	158,301	-12.3
Libraries	170,460	189,975	219,891	15.7
Park & Recreation	285,512	323,497	327,458	1.2
Unclassified	696,505	579,395	629,700	8.6
Debt & Interest	911,020	1,070,062	969,384	-9.4
TOTALS	11,524,216	12,343,892	13,012,097	5.4

MOTION UNDER ARTICLE 5

For what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under the motion to be made under Article 5 at the Annual Town Meeting, as follows:

That all employees in the Wayland Town Building, the Public Safety Building and the Cochituate Town Building, other than elected officials and those of the School Department, come under the supervision of the Executive Secretary, and that he be charged with the operation, maintenance, and administration of these buildings, the equipment and their grounds; except as to the Wayland Town Building, the Executive Secretary shall be responsible for its administration and use;

The operation of the dumps be under the supervision of the Road Commissioners;

The appropriation under Conservation Commission for "Conservation Fund" be maintained as a fund against future purchases and not be expended without further direct vote of the Town;

The Town Collector continue to act as Collector for the Water Department, and that all fees and penalties from whatever source be turned over to the Town as Town Income;

The appropriation for "Hydrant Rental" of $16,000 for the Water Department granted in the Budget be transferred to "Water Available Surplus";

The sum of $192,171.27 from "Revenue Sharing PL-94-488" be transferred from this account for application against the Police Department item "Salaries -- Patrolmen";

The Office of the Town Clerk be continued on a salary basis and that all fees from whatever source derived be turned over to the Town as Town Income;

All fees, wages or payments made to the Tree Warden, from whatever source be turned over to the Town as Town Income.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

FINANCE COMMITTEE BUDGET FOR FISCAL YEAR 1981
(July 1, 1980 - June 30, 1981)

	Expended FY 1979	Appropriated FY 1980	Recommended Fiscal Year 1981	Item No.
GENERAL GOVERNMENT				
SELECTMEN:				
Salaries (5).	$ 500	$ 500	$ 500	1
Expense	11,584	4,000	4,000	2
Real Estate Option.	0	950	950	3
Out of State Travel	0	50	50	4
	12,084	5,500	5,500	
CIVIL DEFENSE:				
Dir.Aux.Pol. - Salary . . .	1,200	1,200	1,200	5
Equip.-Ammo-Supplies. . . .	4,035	2,965	2,965	6
	5,235	4,165	4,165	
TOWN OFFICES:				
Salaries.	215,207	147,828	173,702	7
Expense	26,341	23,375	27,700	8
Equipment	4,491	4,790	4,820	9
Electricity	9,862	9,600	13,700	10
Telephones.	25,953	22,000	25,600	11
Gasoline.	19,206	23,500	28,400	12
Professional Services . . .	0	0	15,000	13
	301,060	231,093	288,922	
WAYLAND TOWN BUILDING:. . . .	60,474	97,606	121,376	14
OTHER TOWN BUILDINGS:				
Public Safety Building. . .	31,944	21,900	52,170	15
Cochituate Town Building. .	13,784	8,750	19,005	16
	45,728	30,650	71,175	
DATA PROCESSING:				
Equipment Rental.	26,565	25,730	29,100	17
Peripheral (discs).	0	350	350	18
Forms and Supplies.	9,984	8,430	8,500	19
Engineering Fees.	497	500	2,400	20
Education and out-of-state travel.	497	350	1,700	21
D.P. Manager	17,789	18,000	21,500	22
Computer Operators (1½) . .	0	10,861	19,845	23
	55,332	64,221	83,395	

	Expended FY 1979	Appropriated FY 1980	Recommended Fiscal Year 1981	Item No.
TREASURER-COLLECTOR:				
Salary	$ 15,886	$ 17,000	$ 18,650	24
Clerical (1½).	0	17,898	20,599	25
Expense.	1,017	1,000	1,000	26
Tax Title Expense.	989	1,000	2,500	27
Deputy Collector-Expense . .	600	800	1,000	28
Bond Issue Expense	14,481	0	0	29
	32,973	37,698	43,749	
ASSESSORS:				
Salaries (3)	3,100	3,100	4,600	30
Clerical (2)	0	22,349	23,913	31
Expense.	1,137	1,400	1,400	32
Professional Services. . . .	0	3,500	4,000	33
Appraisal.	3,569	0	0	34
	7,806	30,349	33,913	
FINANCE COMMITTEE:	90	90	90	35
PERSONNEL BOARD:				
Expense.	0	100	100	36
Adjustment Fund.	1,981	5,000	11,500	37
	1,981	5,100	11,600	
TOWN COUNSEL:				
Retainer	10,000	12,000	0	38
Professional Services. . . .	19,625	6,000	58,500	39
Conveyancing	0	1,500	0	40
Accrued Taxes.	3,478	1,500	1,500	41
Legal Expenses	7,604	1,500	1,500	42
Litigation	20,992	22,500	0	43
	61,699	45,000	61,500	
REGISTRARS:				
Salaries	200	200	200	44
Listing.	1,738	1,700	1,800	45
Transportation	0	50	100	46
	1,938	1,950	2,100	
TOWN CLERK:				
Salary	13,334	14,100	15,400	47
Add.Comp.-GL 41-S19G	400	400	400	48
Clerical	0	7,700	8,509	49
Expenses	381	600	1,150	50
	14,115	22,800	25,459	

	Expended FY 1979	Appropriated FY 1980	Recommended Fiscal Year 1981	Item No.
ELECTIONS:				
Officers-Salaries.	$ 4,597	$ 2,000	$ 1,600	51
Expense.	963	960	1,150	52
	5,560	2,960	2,750	
PLANNING BOARD:				
Clerical	47	0	0	53
Expense.	676	3,000	3,000	54
Professional Services. . . .	800	2,000	2,000	55
Aerial Mapping	3,535	5,000	7,000	56
Zoning By-Law.	0	1,000	1,000	57
Mainstone Evaluation	1,125	4,000	4,000	58
	6,183	15,000	17,000	
TOWN SURVEYOR:				
Salary	20,361	21,300	23,200	59
Engineering Aides (2). . . .	21,785	24,222	25,705	60
Expense.	1,605	1,790	2,350	61
Master Survey Equipment. . .	0	2,100	0	62
	43,751	49,412	51,255	
CONSERVATION COMMISSION:				
Conservation Administrator .	12,464	15,000	16,500	63
Expense.	3,327	4,200	3,920	64
Appraisals	193	0	0	65
Professional Services. . . .	0	3,000	4,000	66
Capital Improvements	253	0	0	67
Second-hand Truck.	0	0	3,180	68
	16,237	22,200	27,600	
HISTORICAL COMMISSION:				
Professional Services. . . .	0	300	500	69
Expense.	0	300	600	70
	0	600	1,100	
TOTAL GENERAL GOVERNMENT	672,246	666,394	852,649	

	Expended FY 1979	Appropriated FY 1980	Recommended Fiscal Year 1981	Item No.
PROTECTION				
POLICE DEPARTMENT:				
Salaries:				
Chief.	$ 27,334	$ 28,873	$ 31,000	1
Lieutenant	20,196	21,782	23,307	2
Youth Officer.	18,124	18,585	20,295	3
Sergeants (5).	90,560	95,893	101,055	4
Detectives (1)	32,202	16,288	17,428	5
Patrolmen (15)	211,237	222,098	235,198	6
Dispatchers (4).	25,360	24,316	38,159	7
Interns	6,046	5,720	6,000	8
Overtime	40,417	36,000	41,195	9
Holidays	14,693	15,742	17,132	10
Crossing Guards.	17,203	15,972	11,398	11
Specials	2,042	2,400	2,568	12
Court Time	4,596	6,000	6,900	13
Clerk	10,582	10,055	11,192	14
Night Differential	0	5,692	5,692	15
General Expense.	15,278	12,000	14,500	16
New Equipment.	2,288	1,000	5,400	17
Youth Officer Safety Program	843	800	800	18
Out of State Travel.	350	550	600	19
Training	4,452	4,600	5,000	20
Uniform Expense.	7,351	7,480	8,400	21
Police Cars (4).	21,669	22,900	27,500	22
Cars Operating Expense . . .	10,028	9,900	11,000	23
Special Services	170	600	500	24
Teleprocess.	1,850	2,500	2,500	25
Community Relations.	179	300	300	26
	$ 585,050	$ 588,046	$ 645,019	

	Expended FY 1979	Appropriated FY 1980	Recommended Fiscal Year 1981	Item No.
FIRE DEPARTMENT				
Salaries:				
Chief.	$ 26,181	$ 26,000	$ 28,750	27
Deputy Chief	6,504	20,606	21,730	28
Captains (3)	67,068	57,393	60,218	29
Firefighters (20).	316,378	327,017	334,458	30
Overtime	50,249	46,000	61,959	31
Call Back Pay.	14,895	8,000	8,000	32
Holiday Pay.	18,610	20,247	21,120	33
Call Men - Hourly.	2,266	4,500	4,500	34
Annually.	2,063	2,100	2,400	35
Clerical - Part Time	865	1,500	1,500	36
General Expense.	5,777	7,175	8,400	37
New Equipment.	6,277	5,200	5,500	38
Major Equipment.	6,770	0	0	39
Ambulance Salary and Expense	4,388	4,500	4,500	40
Alarm System - Maint.& Ext..	2,852	3,500	3,500	41
Uniform Expense.	5,625	5,925	5,925	42
Training & Education	1,298	1,500	1,700	43
Out of State Travel.	144	300	300	44
	538,210	541,463	574,460	
INSPECTION DEPARTMENT				
Building & Zoning Inspector:				
Salary	19,108	18,000	20,250	45
Expense.	4,200	3,035	2,810	46
Clerical (2)	0	20,072	21,477	47
Deputy Building Inspector. . (Part Time)	9,760	10,000	10,000	48
Expense.	0	240	0	49
Wiring Inspector:				
Salary	7,241	7,130	7,130	50
Expense.	610	0	0	51
Gas Inspector:				
Salary	2,775	2,775	3,565	52
Expense.	290	0	0	53
Plumbing Inspector:				
Salary	2,775	2,775	2,775	54
Expense.	276	0	0	55
Inspectors Expense (Wiring, Gas, Plumbing)	0	1,685	1,685	56
Substitute Inspectors:				
Salary	625	650	1,500	57
Zoning Board of Appeals:				
Expense.	24	550	550	58

	Expended FY 1979	Appropriated FY 1980	Recommended Fiscal Year 1981	Item No.
Sealer-Weights and Measure:				
Salary.	$ 250	$ 250	$ 250	59
Expense	51	50	50	60
Equipment	0	0	160	61
Dog Officer:				
Salary	9,914	10,300	11,100	62
Operating Expense	761	820	1,300	63
Boarding & Veterinarian Fees.	842	1,400	1,200	64
New Vehicle	0	5,300	0	65
	59,502	85,032	85,802	
TOTAL PROTECTION	1,182,762	1,214,541	1,305,281	

	Expended FY 1979	Appropriated FY 1980	Recommended Fiscal Year 1981	Item No.
BOARD OF HEALTH				
BOARD OF HEALTH:				
Salaries:				
Board Members (3)	$ 150	$ 150	$ 150	1
Health Inspector	7,061	6,964	8,402	2
Secretary to Board	10,098	8,953	10,513	3
Sanitary Engineer	6,685	7,050	13,700	4
General Expense	7,040	4,240	4,090	5
School Programs:				
Health	2,094	1,710	1,710	6
Physician	3,000	3,000	3,000	7
Dog Clinic	440	0	0	8
Garbage Collection	35,083	35,500	37,700	9
Animal Inspector - Salary	600	630	630	10
Public Health Nurses:				
Salaries (4)	55,308	66,422	70,645	11
Nursing Aids (2)	12,004	11,586	12,918	12
Travel Expense	3,231	3,850	5,479	13
Mental Health Clinics:				
Youth	26,500	27,259	30,000	14
Adult	1,650	1,697	1,870	15
Mosquito Control	12,000	12,000	13,200	16
Water Quality Study	0	1,500	1,500	17
Social Worker:				
Salary	22,490	23,100	24,600	18
Associate Social Worker	10,433	12,025	13,181	19
Office Expense	1,240	1,325	1,695	20
	217,107	228,961	254,983	

	Expended FY 1979	Appropriated FY 1980	Recommended Fiscal Year 1981	Item No.
HIGHWAY DEPARTMENT				
HIGHWAY DEPARTMENT				
Salaries:				
Superintendent.	$ 22,177	$ 23,850	$ 25,450	1
Clerk	11,192	11,466	12,734	2
Labor (17).	202,010	145,897	149,569	3
Overtime.	33,727	7,000	7,490	4
Maintenance:				
Roads	56,337	55,000	68,793	5
Equipment	67,711	60,000	79,000	6
Garage and Yard	26,341	20,000	23,400	7
Snow Removal.	41,566	154,088	137,290	8
Care of Landfills	119,040	147,401	88,231	9
Road Surfacing.	10,000	10,000	10,000	10
Operation-Septage Facility.	58	500	0	11
New Equipment:				
Miscellaneous	6,312	7,000	7,000	12
One Ton Dump Truck.	0	9,000	0	13
Hydraulic Sanders	0	17,000	0	14
3/4 Ton Fleet Side Truck. .	0	7,000	0	15
Equipment Reserve	42,929	0	0	16
Garage Repair	14,402	0	20,000	17
Heavy Duty Truck.	16,750	0	0	18
1/2 Ton Pickup.	0	0	8,000	19
1/2 Ton Pickup.	0	0	8,000	20
Front End Loader.	0	0	75,000	21
Mini-Transfer Station	0	0	60,000	22
Spruce Tree Lane.	0	0	11,154	23
	670,552	675,202	791,111	
WELFARE				
VETERANS' BENEFITS:				
Appropriation	4,779	7,000	7,000	1
Agent:				
Office	4,830	5,000	5,000	2
Expense	1,194	700	700	3
	10,803	12,700	12,700	

	Expended FY 1979	Appropriated FY 1980	Recommended Fiscal Year 1981	Item No.
SCHOOLS				
WAYLAND PUBLIC SCHOOLS:				
I Regular Instruction.	$3,903,299	$ 4,193,929	$ 4,146,838	1
II Special Instruction.	720,687	760,534	837,514	2
III Instructional Services . . .	873,586	898,363	905,675	3
IV Operational Services	988,242	1,070,880	1,293,264	4
V Policy-Admin. Services . . .	263,132	270,417	298,749	5
VI Out of State Travel	7,303	8,600	8,600	6
	6,756,249	7,202,723	7,490,639	
REGIONAL VOCATIONAL SCHOOL	215,297	180,442	158,301	
LIBRARIES				
LIBRARY:				
Salaries:				
Library Director.	15,562	17,000	18,350	1
Asst.Library Director.	12,978	14,000	15,087	2
Asst.Librarians - Professional .	12,628	12,140	11,322	3
Children's Librarian	13,342	14,024	15,600	4
Assts.-Non Professional.	55,205	57,849	68,501	5
Pages.	5,688	7,262	7,726	6
Operating Expense.	21,040	22,200	24,555	7
Out of State Travel.	0	0	250	8
Tuition Reimbursement.	0	500	500	9
Refurbishing and Furniture	3,203	0	1,000	10
Materials Purchases.	35,363	35,000	42,000	11
Building Repairs	6,169	10,000	15,000	12
	181,178	189,975	219,891	

	Expended FY 1979	Appropriated FY 1980	Recommended Fiscal Year 1981	Item No.
PARK AND RECREATION				
PARK AND RECREATION:				
Salaries:				
Superintendent.	$ 20,147	$ 21,600	$ 23,600	1
Asst. Supt.	14,552	15,470	15,470	2
Labor (8)	111,929	119,446	128,909	3
Clerical (1½)	0	10,461	14,272	4
Repairs and Misc.	16,826	16,000	17,120	5
Materials and Supplies.	11,648	11,000	11,770	6
Uniform Expense	2,268	2,237	2,237	7
New Equipment:				
Tractor-Mower	0	16,300	0	8
Misc. - Small	997	1,200	1,300	9
Trailer	0	2,900	0	10
New Trucks (2).	6,525	15,000	5,500	11
Docks	0	0	5,000	12
Infield and Paint Machine . .	0	3,600	0	13
Mower and Broom	3,780	0	0	14
Sweeper	3,352	0	0	15
Mowers (2).	2,590	6,170	0	16
Snow Blower	0	700	0	17
Leaf Blower	0	475	0	18
Front End Loader.	0	0	18,000	19
Lake Cochituate Beach:				
Lifeguards (6).	8,504	8,050	7,900	20
Police (2)	2,650	2,551	2,646	21
Swim Instructors (6).	3,768	4,380	3,474	22
Beach Supervisor.	1,922	1,848	1,980	23
Registration.	616	400	400	24
Beach Expense	1,350	1,895	1,895	25
Recreation - Salaries:				
Specialists	518	490	490	26
Officials	3,695	2,118	1,299	27
Playground Leaders (6). . . .	4,070	4,896	4,368	28
Junior Leaders.	1,466	1,600	0	29
Playground Supervisor	1,049	1,350	1,350	30
Recreation - Expenses:				
Supplies and Equipment. . . .	6,589	4,850	4,075	31
Lighting	3,736	4,500	4,500	32
Tennis Court Resurfacing. . .	0	0	7,000	33
Play Apparatus Parts.	0	0	1,500	34
Travel and Dues	312	400	400	35
Out of State Travel	642	800	800	36

	Expended FY 1979	Appropriated FY 1980	Recommended Fiscal Year 1981	Item No.
Forestry:				
Tree Trimming.	$ 14,155	$ 13,000	$ 13,000	37
Tree Planting.	630	750	1,000	38
Public Work Expense.	4,048	4,860	5,103	39
Dutch Elm Expense.	2,181	3,780	3,000	40
Tree Inventory	0	0	800	41
Oil Cochituate Field	196	0	0	42
Weed Control - Dudley Pond . . .	875	0	0	43
Alpine Fields.	0	1,620	500	44
Park-Highway Building Planning Committee.	4,505	0	0	45
Fee Supported Programs	16,796	16,800	16,800	46
Garage Renovation.	1,600	0	0	47
	280,487	323,497	327,458	

UNCLASSIFIED

Insurance - General.	145,990	156,000	157,925	1
Insurance - 32B.	230,436	240,000	226,000	2
Unemployment Compensation. . . .	13,411	0	0	3
Street Lighting.	38,366	39,000	48,500	4
Hydrant Rental	0	14,000	16,000	5
Reserve Fund	149,924	100,000	150,000	6
Town and Finance Committee Reports	11,525	6,000	6,900	7
Public Ceremonies.	1,438	670	1,300	8
Town Meeting Notice.	1,156	2,400	3,200	9
Surety Bonds	280	1,000	1,000	10
Town Clocks.	70	200	200	11
Council on Aging	6,453	7,325	7,475	12
Pension-Retired Police Officer .	10,730	10,800	11,200	13
	609,779	579,395	629,700	

	Expended FY 1979	Appropriated FY 1980	Recommended Fiscal Year 1981	Item No.
MATURING DEBT AND INTEREST				
MATURING DEBT AND INTEREST:				
Interest:				
Miscellaneous.	$ 43,100	$ 3,000	$ 0	1
BAN Conservation	0	0	2,258	2
FAN Septage.	0	0	602	3
Anticipation of Revenue. . .	11,338	12,000	10,000	4
Schools:				
1959 - 1,175,000.	1,575	0	0	5
1960 - 1,100,000.	3,960	1,980	0	6
1971 - 3,850,000.	63,333	45,238	27,142	7
1972 - 1,050,000.	34,500	31,500	28,500	8
1976 - 900,000.	41,692	36,788	31,883	9
Conservation	6,577	5,748	1,679	10
Old Junior High.	38,119	0	0	11
New Town Building.	0	71,954	62,700	12
Maturing Debt:				
Schools:				
1959 - 1,175,000.	45,000	0	0	13
1960 - 1,100,000.	55,000	55,000	0	14
1971 - 3,850,000.	385,000	385,000	385,000	15
1972 - 1,050,000.	60,000	60,000	60,000	16
1976 - 900,000.	90,000	90,000	90,000	17
Conservation	68,390	77,041	79,620	18
New Town Building.	73,330	194,813	190,000	19
	1,020,914	1,070,062	969,384	
TOTAL BUDGET	11,817,374	12,343,892	13,012,097	

ARTICLE 6. TO APPROPRIATE FOR WATER DEPARTMENT

PROPOSED BY: WATER COMMISSIONERS

Article 6. To see if the Town will appropriate sums of money for the Water Department to be expended pursuant to the authority of the Water Commissioners; to determine whether such appropriation shall be provided by taxation, by appropriation from available funds, by borrowing under the authority of the General Laws, or otherwise; or take any action relative thereto.

COMMENTS: This Article provides funds according to the proposed budget below for the operation of the Water Department for the coming Fiscal Year 1981.

WATER DEPARTMENT

	Expended FY'79	Appropriated FY'80	Recommended FY'81
Salaries			
Commissioners (3)	$ 225	$ 225	$ 225
Superintendent	19,989	21,400	23,500
Labor (5.5)	78,980	85,089	95,000
Town Office	16,882	21,318	21,913
Adjustment Fund - Salaries	0	0	4,763
Maintenance	107,964	120,175	148,440
Other			
New Well and Pumping Station	0	50,000	25,000
Test Wells	7,567	10,000	0
New Standpipe	0	2,000	0
1/2 Ton Truck	0	5,000	6,000
Meter Renewal	0	0	5,000
Total Water Department	$231,607	$315,207	$329,841

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 7. COMPENSATION OF ELECTED OFFICERS

PROPOSED BY: BOARD OF SELECTMEN

ESTIMATED COST: $20,875

Article 7. To see if the Town will fix the salary and compensation of all elected officers of the Town pursuant to G.L. Chapter 41, Section 108, and establish the effective date of such salary and compensation.

COMMENTS: Elective officers' salaries are not covered by the Wage and Salary Classification Plan and, therefore, must be established annually by the Town. Included under this Article are the salaries of the Selectmen, the Assessors, Board of Health, Water Commissioners, and Town Clerk. The salary recommendations are as indicated in the budget. The Finance Committee recommends that they be made effective as of July 1, 1980. Appendix "C" of this report sets forth the individual salaries.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 8. AUTHORIZE TREASURER TO BORROW

PROPOSED BY: BOARD OF SELECTMEN

ESTIMATED COST: $10,000

Article 8. To see if the Town will authorize the Treasurer, with the approval of the Selectmen, to borrow monies from time to time in anticipation of the revenue of the fiscal year beginning July 1, 1980 in accord with the provisions of G.L. Chapter 44, Section 4, and Chapter 849 of the Acts of 1969, both as amended, and to issue a note or notes therefor, payable within one year, and to renew any note or notes that may be given for a period of less than one year in accord with the provisions of G.L. Chapter 44, Section 17, as amended.

COMMENTS: This is the regular Article inserted in the Warrant to provide authority for the Treasurer to borrow money in case of need pending collection of taxes in October, 1980 and April, 1981.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 9. AUTHORIZE SELECTMEN TO SELL OR TRADE

PROPOSED BY: BOARD OF SELECTMEN

Article 9. To see if the Town will authorize the Selectmen to sell or otherwise dispose of the following vehicles or equipment, or any portion thereof in connection with the purchase of new equipment or otherwise;

POLICE DEPARTMENT:

Three (3) - 1979 Ford LTD-2 Four-door Marked Sedans
One (1) - 1978 Ford Bronco, 4-wheel drive

FIRE DEPARTMENT:

One (1) - 1974 Ford Four-door Sedan

HIGHWAY DEPARTMENT:

One (1) - 1974 GMC 1/2 Ton Pick-up Truck
One (1) - 1974 Chevrolet 3/4 Ton Pick-up Truck
One (1) - 1971 Trojan Comb. Backhoe/Front End Loader

PARK and RECREATION DEPARTMENT:

One (1) 1974 Ford Bronco with Plow
One (1) 1972 John Deere Tractor w/Front End Loader

or take any action relative thereto.

COMMENTS: Authorization by a vote of the Town is necessary in order to sell, trade or dispose of Town property valued at $200 or more. Funds for the purchase of new equipment for which the items listed above will be traded or sold are provided for in the budgets of the individual departments.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 10. ACCEPT GIFTS

PROPOSED BY: TOWN COUNSEL

Article 10. To see if the Town will accept property which has been tendered to it as a gift, bequest, devise or otherwise, including any or all of the gifts more fully described below:

A vacant parcel of land on Valley View Road with the trees thereon standing in the name of John M. Jr. and Josephine Gebhardt, containing about .66 acres, shown on Plate 53 of the Town Atlas and also on a plan entitled "PLAN OF LAND IN WAYLAND, MASSACHUSETTS SHOWING LAND OWNED BY JOHN M. JR. & JOSEPHINE GEBHARDT SCALE: 1 IN.= 40 FT. NOVEMBER 15, 1979 WAYLAND ENGINEERING DEPARTMENT" and more fully described according to said plan as follows:

Beginning at a point on the Northerly sideline of Valley View Road at the intersection of said sideline and the property line between Roland A. & Nancy S. MacGowan and John M. Jr. & Josephine Gebhardt, thence

N 2-23-46 E,	one hundred forty-five and 15/100 (145.15) feet, thence
N 82-01-54 E,	two hundred eighty-eight and 61/100 (288.61) feet, thence
S 38-25-08 W,	three hundred forty-three and 41/100 (343.41) feet, thence
N 10-32-34 W,	nineteen and 71/100 (19.71) feet, thence
Northerly and Westerly,	one hundred fifteen and 14/100 (115.14) feet, along a curve to the left having a radius of 40.00 feet, thence
Westerly,	twenty-nine and 30/100 (29.30) feet, along a curve to the right having a radius of 50.00 feet, thence

Westerly,	four and 49/100 (4.49) feet, along a curve to the left having a radius of 270.84 feet to the point of beginning.

or take any action relative thereto.

COMMENTS: This is the regular Article by which the Town accepts gifts or conveyances. This year the Article will include a parcel of land owned by John M. Jr. and Josephine Gebhardt who wish to give the land to the Town for conservation purposes. This parcel abuts land which is on the Conservation Commission's Master Plan for acquisition. The Town will bear the cost of legal fees and engineering services necessary to effect the land transfer.

RECOMMENDATION: The Finance Committee recommends acceptance of the gift and approval of the Article in accordance with the recommendations of Town Counsel.

ARTICLE 11. INCREASED FINES FOR BY-LAW VIOLATIONS

PROPOSED BY: BOARD OF SELECTMEN

Article 11. To see if the Town will vote to increase the amount of the fines that may be imposed under its By-Laws by amending ARTICLE 20 of the By-Laws of the Town, which reads,

> Whoever shall breach or violate any provision of these By-Laws, the Zoning By-Laws, the Building Code, the Electrical Code and/or any of the Rules and Regulations duly adopted by any board, committee or commission of the Town of Wayland as the same may have been amended from time to time, shall be punished by a fine of not exceeding fifty dollars for each offense or for each day of a continued offense, in the absence of an express provision for another penalty.

to delete the word, "fifty", and to substitute therefor the words, "two hundred", in accordance with Massachusetts General Laws, Chapter 40, Section 21, as amended; or take any action relative thereto.

COMMENTS: This Article is proposed by the Selectmen in order to increase to $200 the maximum fine for violation of the Town By-Laws.

The present maximum fine of $50 was voted by the Town in 1972. In 1975, the State statute enabling municipalities to establish penalties was amended to permit an increase in fines from $50 to a $200 maximum. The Selectmen believe that Wayland's By-Laws should reflect current provisions of the State statute in order to maintain their effectiveness.

Fines can be imposed only by court action. Judges have full discretion as to the amount of any fine up to the limit set by the Town By-Laws.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 12. INCREASED FINES FOR DOG VIOLATIONS

PROPOSED BY: BOARD OF SELECTMEN

Article 12. To see if the Town will vote to increase the amount of the fines that may be imposed under its Dog Regulations by amending Section 6 of ARTICLE 7 of the By-Laws of the Town as follows:

By deleting the first three paragraphs of said Section, which read,

> Section 6. The owner or keeper of a dog who fails to comply with this By-Law, or with any order of the dog officer issued pursuant to the provisions of this By-Law, shall be subject to the following penalties:
>
> First offense: Warning
> Second and subsequent offenses of the same substance: Fine of not more than ten dollars in accordance with Massachusetts General Laws Chapter 140, Section 173, as amended:

and by substituting therefor five new paragraphs, to read,

> Section 6. The owner or keeper of a dog who fails to comply with this By-Law, or with any order of the dog officer issued pursuant to the provisions of this By-Law, shall be subject to the following penalties in accordance with Massachusetts General Laws Chapter 140, Section 173A, as amended:
>
> First offense in a calendar year: Warning
> Second offense in a calendar year: Fine of twenty-five dollars.
> Third offense in a calendar year: Fine of thirty dollars.
> Fourth and subsequent offenses in a calendar year: Fine of fifty dollars.

or take any action relative thereto.

COMMENTS: In this Article the Selectmen are seeking a change in the Town By-Laws relating to fines for dog violations.

The By-Law revision retains a warning for the first violation, but would increase the fines for subsequent offenses from $10 to a range of from $25 to $50 depending on the number of violations incurred by the same dog owner in a specific calendar year as detailed above. It is hoped that this new step - by - step method of increasing the penalty for dog infractions will encourage compliance with the dog regulations and avoid the need to impound animals as a means of enforcement.

Fines can be imposed only by action of a court. Judges have discretion to set a fine in any amount up to the maximum contained in the Town By-Laws.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 13. PURCHASE OF LAND AND EASEMENTS FROM MARGARETH A. CHAMBERLAIN AND OTHERS

PROPOSED BY: BOARD OF WATER COMMISSIONERS

ESTIMATED COST: $70,000

EFFECT ON TAX RATE: No effect. Water Department supported by user fees.

Article 13. To see if the Town will authorize the Water Commissioners to acquire by purchase, eminent domain, gift, or otherwise, for water supply purposes the fee or any lesser interest in one or more of the six vacant parcels of land with the trees thereon off of Moore Road standing in the names of Margareth A. Chamberlain, The United States of America, Robert L. and Helen S. Whaley, Peter C. and Joanne K. Tandy, Sterling Building Corporation, and Hyman Shick containing 13.7 acres more or less shown on Plate No. 10 of the Town Atlas and shown as parcels 1 thru 4 on a plan entitled "PLAN OF LAND IN WAYLAND, MASS. SHOWING LANDS OWNED BY MARGARETH A. CHAMBERLAIN AND THE UNITED STATES OF AMERICA AND HYMAN SHICK SCALE: 1 IN. = 50 FT. FEBRUARY 14, 1979 WAYLAND ENGINEERING DEPARTMENT" and shown as parcels 5 and 6 on a plan entitled "PLAN OF LAND IN WAYLAND, MASS. SHOWING 30' WIDE ACCESS & UTILITY EASEMENT SCALE 1 IN. = 100 FT. FEBRUARY 20, 1979 WAYLAND ENGINEERING DEPARTMENT Amended March 14, 1980", both of which plans are on file with the Town Clerk, together with any or all rights, title and interest of the owner or owners of each of the six said parcels of land in the streets and ways adjoining the same; to determine whether the Town will appropriate money therefor, to be provided by taxation, by appropriation from available funds, by borrowing under the authority of the General Laws, or otherwise; or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant to see if the Town will acquire or gain access to six adjoining parcels of land for the purpose of adding a new well and pumping station in order to augment the Town's water supply and pumping capacity. The Water Commissioners

feel that it is in the best interests of the Town to take advantage of the opportunity to purchase or gain the rights to the land described in the Article. Of the six parcels described, two are owned by the Federal government and managed by the U. S. Fish and Wildlife Department. The Town will not actually purchase these parcels, but will gain the rights to use the land for municipal water-related purposes. Two other parcels which provide access to the site of the pumping station from Moore Road are owned by Hyman Shick and the Sterling Building Corporation, with possible ownership rights therein held by Robert L. and Helen S. Whaley and Peter C. and Joanne K. Tandy. The Town will acquire easement rights to these parcels for access and location of a water main.

The Chamberlain and main Shick properties will be purchased from the owners. At present, there are several mortgages and attachments on the Shick property. If the Town is successful in obtaining the necessary releases for each of these, the transaction will proceed as a normal land purchase. Otherwise, an eminent domain proceeding may be necessary. The Option Agreement for the Shick property includes a provision for such an action. As in the case of any land acquisition Article which includes the phrase "... to acquire by ... eminent domain, ...", a two-thirds vote is required for approval.

Although most of the land is in the flood plain district, two parcels are buildable. The total amount of land described in the Article is about 14 acres. State regulations require an area of 400 feet of protected land around a Town well. This would amount to approximately 12 acres.

The Water Department currently operates seven wells and four pumping stations in Town. There are three wells at Baldwins Pond, two near the high school and one each at Campbell Road and Meadowview Road. Each of the four sites has a pumping station.

In testing various sites in Wayland for future well locations, the Water Department has discovered a good quality and quantity of water in the area under consideration in this Article. Since there are few areas left in Town with both land and available water quality and quantity, the purchase of this property is vital for the future supply of Town water.

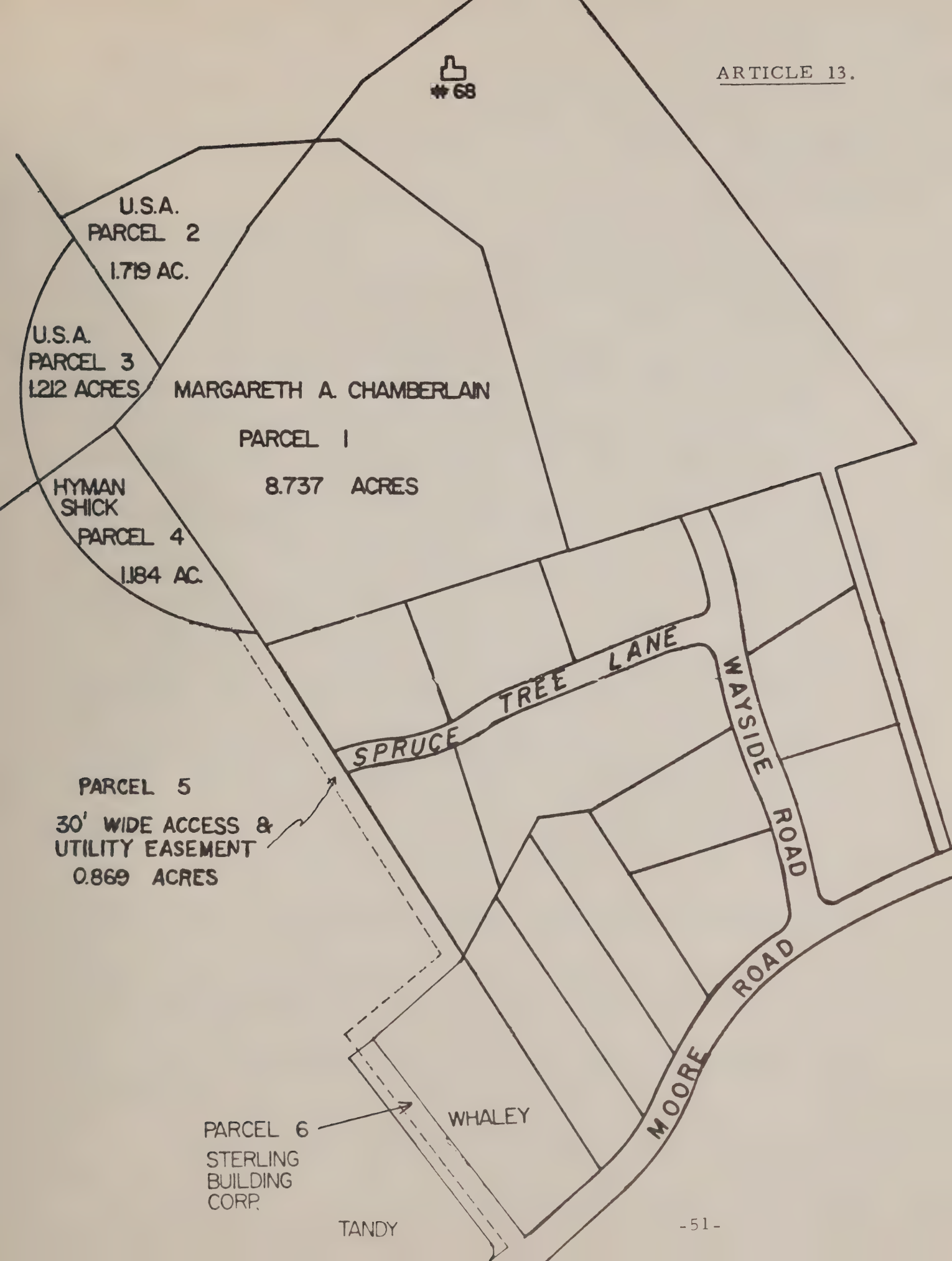
The demand for water in the Town is over 600,000,000 gallons per year, with an average annual increase of over 30,000,000 gallons (despite the decline in population in Town) during the past several years. The cost for operating pumping stations, which consists mainly of electricity, will approximate $80,000 in Fiscal Year 1981, up from about $56,000 five years ago. A new station will allow for electricity cost savings by running the pumps at low rate hours, should the electric company provide that option. In addition, a new facility will provide the extra pumping needed, particularly during the summer when the demand is high, for the proper maintenance and repair of the existing equipment.

The Water Department has completed the necessary tests for the new well and will proceed with the installation of the well and pumping station as soon as the land acquisitions have been finalized and appropriate hearings held.

The estimated cost of $60,000 for the purchase of the Chamberlain property and $10,000 for the Shick property will be taken from Water Available Surplus which is funded from Water Department receipts. The estimated cost of the new well and pumping station is $185,000 of which $160,000 has been accumulated in prior years' Water Department budgets. The remaining $25,000 is included in the budget for Fiscal Year 1981. Since the Water Department is self-supporting, this cost will not affect the tax rate nor is any further increase anticipated in the billing rate for water as a result of this project.

RECOMMENDATION: The Finance Committee recommends approval of the Article subject to satisfactory completion of negotiations for the land.

ARTICLE 13.


#68
U.S.A.
PARCEL 2
1.719 AC.
U.S.A.
PARCEL 3
1.212 ACRES
MARGARETH A. CHAMBERLAIN
PARCEL 1
8.737 ACRES
HYMAN
SHICK
PARCEL 4
1.184 AC.
SPRUCE TREE LANE
WAYSIDE ROAD
MOORE ROAD
PARCEL 5
30' WIDE ACCESS &
UTILITY EASEMENT
0.869 ACRES
PARCEL 6
STERLING
BUILDING
CORP.
WHALEY
TANDY

ARTICLE 14. ROAD POLICY COMMITTEE

PROPOSED BY: BOARD OF ROAD COMMISSIONERS

ESTIMATED COST: $20,000 FOR PRELIMINARY STUDY

Article 14. To see if the Town will vote to establish a Committee to be known as the Road Policy Committee, consisting of seven members, two to be designated by the Board of Road Commissioners, two by the Board of Selectmen, one by the Planning Board, one by the Conservation Commission, and one by the Finance Committee; to authorize the Committee to study and to make recommendations as to the policies and procedures to be followed in the repair, improvement, reconstruction, and long term maintenance of the roads in Wayland; to instruct the Committee to consider issues involving Scenic Roads regulations, the special problems of those neighborhoods with narrow streets, betterment policies, the attitude of abutters in those areas of existing dirt surface roads, and the aesthetic concerns of neighborhoods; to consider and recommend the staffing that might be required by the Highway Department and the Engineering Department to execute the program; to recommend the extent of subcontracts or in-house construction and engineering services to be utilized; to authorize the Committee to apply for, receive, and expend any state or federal funds that may be available for study purposes; to direct the Committee to report upon its progress and recommendations at the 1981 Annual Town Meeting; to authorize the Committee to employ engineers and professional consultants; to see if the sum of $20,000 shall be appropriated for such studies; to determine whether such appropriation shall be provided by taxation, by appropriation from available funds, or by transfer of funds already appropriated for another purpose; or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Road Commissioners who have requested the appointment of a citizens committee to assist them in undertaking a study of the policy and procedures to be used in the renovation of the Town's roads under a major capital expenditure program. Many of the roads in Wayland are in serious disrepair, have unsatisfactory surfaces, inadequate storm drainage, or are in a deteriorating condition. Some will need merely resurfacing and others complete reconstruction.

The Road Policy Committee will develop a long range financial and construction plan for the major effort involved in reconstructing the Town's roads and make a preliminary estimate of the costs which will be involved. The Town will then be asked to consider that plan, and vote on the recommendations of the Policy Committee. The Committee will make recommendations to the Town on such matters as identifying those sections of the roads to be improved, the extent of the improvements required for each section, the priorities and sequence for those sections of the roads to be repaired, the width of the asphalt surfaces to be utilized together with the type of materials and the time table. They will also recommend to the Town the nature, regularity and size of expenditures for our future normal maintenance programs.

Due to the heavy burdens already assigned to the Highway Department, including the construction of the new sanitary land fill and the septage disposal facility, the Road Policy Committee will also recommend how the program might best be Town administered or subcontracted and what personnel will be required to complete it in the most economical manner.

The Finance Committee anticipates that the costs of the repair program will be very substantial, amounting to $1,000,000 or more. Accordingly, a major policy study and long range financial planning is a necessary preliminary step.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 15. RESURFACE OLD SUDBURY ROAD AND OLD CONNECTICUT PATH WEST

PROPOSED BY: BOARD OF ROAD COMMISSIONERS

ESTIMATED COST: $100,842 (STATE FUNDS)

Article 15. To see if the Town will vote to appropriate a sum of money to be expended by the Road Commissioners to resurface Old Sudbury Road from the railroad crossing at Wayland Center to the Sudbury line (approximately 8900 feet), and a portion of Old Connecticut Path West from the intersection of Routes 27 and 126, southwesterly to the southerly side of the High School property (approximately 4490 feet); to determine whether such money shall be provided for by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, by borrowing under the authority of the General Laws, or otherwise; or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant at the request of the Board of Road Commissioners. Approval would enable the Board to continue without interruption its policy of resurfacing heavily travelled major arteries in Town as the need becomes obvious. Both of these roads were last paved more than fifteen years ago. The Road Commissioners feel that to continue merely patching and resealing the cracks on these roads will lead to deterioration and major repairs at much higher cost in the near future. The work can be undertaken without the need for engineering and drainage studies.

The Road Commissioners estimate the cost of this work to be approximately $70,000 for Old Sudbury Road and approximately $30,000 for Old Connecticut Path West. They recommend that the required funds be realized by:

1. The transfer of $55,506 appropriated under Chapter 356 of the General Laws at the Town Meeting of April 4, 1979 for the reconstruction of Old Connecticut Path East.

2. The transfer of $45,336 from available funds - "Excess and Deficiency", this amount to be replaced by State reimbursements allocated to the Town of Wayland for Fiscal Years 1980 and 1981.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 16. ACCEPT STREETS

PROPOSED BY: ROAD COMMISSIONERS

Article 16. To see if the Town will vote to accept the laying out of the following named streets and establish all or any one or more of them, or portions thereof, as Town ways, with the boundaries and measurements shown on the plans referred to in the descriptions, which plans are included in the orders of the Road Commissioners adopted with respect to such ways and filed in the office of the Town Clerk in accordance with the provisions of General Laws, Chapter 82, Sections 21-23:

1. Apache Trail, 578 feet from Buckskin Drive, westerly to land owned by the Mainstone Farm Trust.

2. Buckskin Drive, 1916 feet from a point on the Wayland/Weston town line, southerly to land owned by the Mainstone Farm Trust.

3. Whispering Lane, 1490 feet from a point on the Wayland/Weston town line, westerly and southerly to Buckskin Drive.

The three roads above are as shown on a plan entitled: "DEAN ESTATES" SUBDIVISION PLAN OF LAND IN WAYLAND- MASS. OWNED BY WESTON ESTATES CORPORATION SCALE: 1 IN.= 40 FT. NOVEMBER 5, 1965 EVERETT M. BROOKS CO. CIVIL ENGINEERS NEWTONVILLE-WAYLAND-W. ACTON MASSACHUSETTS" recorded in the Middlesex Registry of Deeds, South District, Cambridge, Mass. in Book 11089 page 234 as plan 383 of 1966.

4. Bridle Path, 550' southeasterly from Deer Run.

5. Deer Run, 1550' easterly from Shaw Drive.

6. Poets Path, 460' northeasterly from Deer Run.

The three roads above are as shown on a plan entitled: "SUBDIVISION PLAN OF LAND IN WAYLAND MASS. OWNED BY FRANCOIS A. COMEAU SCALE: 1 IN.= 50 FT. FEBRUARY 4, 1972 EVERETT M. BROOKS CO. CIVIL ENGINEERS NEWTONVILLE-WAYLAND- W. ACTON, MASSACHUSETTS."

7. Bogren Lane, 550' northeasterly from W. Plain Street, as shown on a plan entitled: "SUBDIVISION PLAN OF LAND IN WAYLAND MASS. OWNED BY BRIAN REALTY TRUST SCALE: 1 IN.= 40 FT. MAY 26, 1977 DALE ENGINEERING CO., 46 CLAREMONT STREET WALTHAM, MASS."

8. Forty Acres Drive, 1520' southeasterly and easterly from a point 1000' from Cochituate Road to land of The Newton Young Men's Christian Association as shown on a plan entitled: "FORTY ACRES ESTATE SUBDIVISION PLAN OF LAND ON COCHITUATE ROAD IN WAYLAND MASS. OWNED BY ROWE REALTY TRUST A. WILLIAM ROWE, TRUSTEE SCALE: 1 IN. = 50 FT. APRIL 14, 1961 EVERETT M. BROOKS CO. CIVIL ENGINEERS NEWTONVILLE - WAYLAND - W. ACTON, MASS."

9. Garden Path, 888' easterly and southerly from Maiden Lane to land of Lombard and Baise as shown on a plan entitled "SUBDIVISION PLAN OF LAND IN WAYLAND William J. Ford, Jr., Civil Engineer August 10, 1954 7010H."

and to authorize the Road Commissioners to acquire by purchase, eminent domain, gift or otherwise for highway purposes the fee or any lesser interests as well as easements for drainage, slope or otherwise in any lands that may be necessary for such Town ways; and to determine whether the Town will appropriate money therefor, to be provided by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, by borrowing under the authority of the General Laws, or otherwise; or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant at the request of the Road Commissioners. It provides for the Town to accept, as public Town ways, roads in the Weston Estates and Reeves Hill subdivisions and at three other locations. The work on all of these roads has been completed and bonds posted by developers have been released. No expenditure of Town funds, other than nominal, is involved.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 17. FUEL DEPOT

PROPOSED BY: BOARD OF ROAD COMMISSIONERS

ESTIMATED COST: $18,000

Article 17. To see if the Town will appropriate a sum of money not to exceed $18,000 to construct a fuel depot at the highway garage, to determine whether such appropriation shall be provided by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose; by borrowing under the authority of the General Laws, or otherwise; or take any action relative thereto.

COMMENTS: This Article would provide funds to install three new 10,000 gallon tanks at the highway garage, replacing two existing 2,000 gallon tanks, now more than 20 years old. A third 2,000 gallon tank will be retained and used to store waste oils. One tank each is required for regular, unleaded, and diesel fuel. The new installation will also include an electronic control system with keys assigned to various Town Departments for each user of the depot, thus permitting an accurate accounting and cost control for all fuel pumped by identifying the Department or vehicle receiving the fuel.

The Town would purchase approximately 90,000 gallons per year at this location. While the larger tanks will not increase the Town's fuel allocation, it will eliminate the nuisance that our small tanks cause the Town's bulk supplier. Further, the larger tanks are less likely to run out of gas on weekends when unexpected snowplowing may cause heavy demands. In addition, the School Department has negotiated its new School bus contract on the basis that the Department will provide the fuel used

by the School bus transportation company, thus saving the taxes from which municipalities are exempt. After allowances are made for the School Department's costs of the fuel purchased, the savings arising from the new tanks will be approximately $7,500 per year.

The Board of Road Commissioners is expecting that the necessary Board of Selectmen, Zoning Board of Appeals, and Conservation Commission approvals will have been obtained prior to Town Meeting.

The system will provide for better cost controls, some economies, and a better supply process.

RECOMMENDATION: The Finance Committee recommends approval of the Article, assuming the necessary hearings have been completed and approvals granted.

ARTICLE 18. GROUP INSURANCE FOR TOWN EMPLOYEES

PROPOSED BY: PETITION

ESTIMATED COST: $113,000

Article 18. To see if the Town, in addition to the payment of fifty percent of a premium for contributory group life and health insurance for employees in the service of the Town and their dependents, will vote to pay a subsidiary or additional rate of 25% so that the Town pays a total of 75% of the premium, in accordance with Massachusetts General Laws, Chapter 32B, Section 7A.

COMMENTS: This Article was inserted in the Warrant by a group of petitioners to see if the Town will vote to pay 75% of the premiums for group life and health insurance for Town employees. Currently, the Town pays 50% of these premiums. The cost of the additional 25% is estimated to be $113,000.

According to Chapter 32B, Section 7A, the Town must pay the same percentage of premiums for all Town and School employees. Increases may not be applied on a department-by-department basis.

Two surveys of other communities were done, one of communities having 10,000 - 15,000 population, and one of communities selected at random. In both cases, fewer than 20% pay more than half of the Chapter 32B insurance premiums for their employees.

This matter has been defeated twice by referendum in Wayland, and the Finance Committee considers it best left to collective bargaining.

RECOMMENDATION: The Finance Committee does not recommend approval of the Article.

ARTICLE 19. AMEND ZONING BY-LAWS - PLANNED UNIT DEVELOPMENT - BUILDING SET-BACKS

PROPOSED BY: PLANNING BOARD

Article 19. To see if the Town will amend its Zoning By-Laws by adding the following sentence after the first sentence in paragraph D. 11 of Section IX B:

> "No structure may be erected nor may any land be paved (except subdivision roads) within fifteen feet of public land on any portion of a planned development site."

or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Planning Board to see if the Town will amend its Zoning By-Laws pertaining to Planned Unit Developments to provide that in such a development no structure may be erected nor may any land be paved (except roads in the development) within fifteen feet of public land located anywhere in the Planned Development site.

The purpose of this change is to insure that there will be a minimum of fifteen feet of open, unpaved land next to public land. This will facilitate the prevention of any damage to the public land during the construction process on private land portions of the Planned Unit Development site. Heretofore, at the Mainstone Project, there had been instances where construction was taking place so close to the public land that damage did occur to some of the vegetation on the public land. It is felt that this By-Law change will prevent further instances of this sort.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 20. AMEND ZONING BY-LAWS - DWELLING UNIT - FAMILY

PROPOSED BY: PLANNING BOARD

Article 20. To see if the Town will amend its Zoning By-Laws in the following manner:

1. By deleting Section II (a) which reads as follows:

"(a) A one-family dwelling is a single detached dwelling intended and designed to be occupied by a single family, but no trailer, trailer coach, or mobile home, whether or not self-propelled and whether or not the wheels thereof may have been removed, shall be construed to be a one-family dwelling;"

and inserting the following two paragraphs in Section II;

"(a) A dwelling is a single detached building intended and designed to be occupied by a single housekeeping unit, but no trailer, trailer coach, or mobile home, whether or not self-propelled and whether or not the wheels thereof may have been removed, shall be construed to be a dwelling."

"(g) A housekeeping unit shall mean one or more persons living together and sharing the same kitchen facilities and water and energy services."

2. By deleting Section V (a) which reads as follows:

"(a) A single detached dwelling for not more than one family;"

and inserting the following new section in its place;

"(a) A dwelling for not more than one housekeeping unit."

3. By deleting the following underlined words from Section X (a) 4:

"4. To grant special permits pursuant to Section V (r) for the conversion of a <u>one-family house</u> existing on September 5, 1934 into a <u>two-family house</u>, provided that:

a. The lot on which the house is located conforms to the area and frontage regulations set forth in these By-Laws in effect at the time that the application for a permit shall have been filed;

b. Each <u>dwelling unit</u> shall have its own kitchen and at least one bathroom;

c. Each <u>dwelling unit</u> shall have sufficient space to park two automobiles off street;

d. A disposal Works Construction Permit for such use shall have been granted by the Board of Health."

and substituting the words "house for a single housekeeping unit" for "one-family house"; "house for two housekeeping units" for "two-family house"; and "housekeeping unit" for "dwelling unit".

or take any action relative thereto.

<u>COMMENTS</u>: This Article was inserted in the Warrant by the Planning Board. Similar alternative Articles were in the Warrant for the 1978 Annual Town Meeting, one by a citizens' petition and one by the Planning Board. A zoning article requires a two-thirds vote for passage and both articles proposed in 1978 were defeated. The Article proposed here was approved by a majority of the Planning Board, as is required where a similar article has been defeated within the last two years.

The change in the By-Laws proposed by the Article is identical to that proposed by the citizens' petition in 1978 and included in the 1978 Annual Town Meeting Warrant.

The Article will amend the Town's Zoning By-Laws by deleting references to "one-family" and instead referring to a dwelling which is defined in terms of a "housekeeping unit". A housekeeping unit is in turn defined as "one or more persons living and cooking together and sharing the same water and energy services".

The Finance Committee believes that the proposed change is desirable.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 21. AMEND ZONING BY-LAWS - ACCESSORY APARTMENTS

PROPOSED BY: PLANNING BOARD

Article 21. To see if the Town will amend its Zoning By-Laws in the following manner:

1. By inserting the following paragraph in Section II:

   "(h) An accessory dwelling unit is a living area for an additional housekeeping unit contained within a single residential dwelling having independent living, sleeping, eating, cooking, and sanitary facilities."

2. By deleting paragraph "m" in Section V which reads as follows:

   "No accessory building shall be occupied for residential purposes, except that an upper floor of a garage or stable may be occupied by an employee of the owner or tenant of the premises."

   and substituting the following paragraph:

   "An accessory dwelling unit is permitted in single residence districts pursuant to a special permit issued under the provisions of paragraph (r) and provided that:

   (a) The building in which the accessory dwelling unit is to be located existed on January 1, 1980.

   (b) No more than one accessory dwelling unit shall exist on the lot on which it is to be located.

   (c) Either the accessory dwelling unit or the principal residence shall be occupied by the owner(s) of the lot on which the accessory dwelling unit is or is to be located.

   (d) Adequate provision shall be made for ingress and egress to the outside from the accessory dwelling unit, provided further that the provision of such ingress and egress shall not be considered an addition within the meaning of paragraph (f) herein.

(e) Sufficient and appropriate parking space shall be provided for off-street parking of all motor vehicles customarily used by occupants of both the principal residence and the accessory dwelling unit.

(f) Any additions proposed after January 1, 1980 in connection with an application for a special permit hereunder to a building that was in existence on that date shall not increase the habitable floor area of the original building by more than twenty percent (20%) and shall meet all zoning requirements. No additions shall be allowed under this paragraph if the lot on which the building is located does not meet the area requirements for the district in which it is located.

(g) Where a special permit has been issued pursuant to the provisions of this section, the permitted use must commence within one year, otherwise said permit will lapse.

(h) No portion of a subsurface sewage disposal unit serving the building may be located within five hundred (500) feet of the mean annual high water line of the following named lake and ponds: Lake Cochituate, Baldwins Pond, Dudley Pond, Heard Pond, Mill Pond, Rice Road Reservoir, School House Pond; or within three hundred (300) feet of the mean annual high water line along the bank of the Sudbury River; or within three hundred (300) feet of the center line of the following named brooks: Dudley Brook, Hamen Brook, Hayward Brook, Hazel Brook, Mill Brook, Pine Brook, Snake Brook (and its tributaries), Trout Brook, Wash Brook.

(i) An application for a special permit for an accessory dwelling unit shall be submitted to the Board of Appeals in accordance with its rules. A copy of such application shall also be submitted at the same time to the Conservation Commission for its review. Such Commission shall make recommendations as it deems appropriate, and shall send copies thereof to the Board of Appeals and to the applicant; provided, however, that failure of such Commission to make recommendations within thirty-five days of receipt of a copy of an application shall be deemed lack of opposition thereto.

(j) The following are filed with such application: (1) floor plans of the accessory dwelling unit and the principal residence and (2) a plot plan showing: (i) the location of building(s) on the lot, (ii) the location and size of subsurface sewage disposal system(s), (iii) the location of all impervious areas. Such plans shall show dimensions.

(k) The number of accessory dwelling units permitted shall not exceed ten percent (10%) of the total number of single household dwellings existing in the Town at the time such special permit is granted.

(l) A special permit for this use must provide that leases issued pursuant thereto expire no later than the special permit expires.

(m) Any special permit issued hereunder, before it is exercised, must be recorded in the Registry of Deeds and must provide that a new owner may succeed to the rights and obligations under such permit of the previous owner of the lot on which the accessory dwelling unit is located if such new owner agrees in writing to be bound by the terms and conditions of such special permit and provided further that such written agreement is recorded in the Registry of Deeds within thirty (30) days of delivery of the deed to such new owner and that such new owner causes a copy of such agreement to be delivered forthwith to the Board of Appeals.

An application for a building permit and/or certificate of occupancy shall be made to the Building Commissioner and no use or occupancy of an accessory dwelling unit pursuant to a special permit issued hereunder shall commence prior to the issuance of a certificate of occupancy by said Building Commissioner. Further, no such building permit shall issue nor shall use or occupancy commence prior to the applicant obtaining written Board of Health approval."

or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Planning Board. It and the following Article which was inserted in the Warrant on the Petition of more than ten citizens, both call for the amendment of the Town's Zoning By-Laws to add a provision permitting so-called accessory apartments or accessory dwelling units. As both the Planning Board's Article and the Citizens' Article have many similarities, as well as some differences, they will be discussed here together to assist the voters in making an analysis and a comparison of each.

SUMMARY OF PROVISIONS OF ARTICLES 21 and 22:

Both this and the following Article are similar in that they would amend the Zoning By-Laws of the Town to permit the owner-occupant of a single-family dwelling which was in existence on January 1, 1980, to establish a second set of living quarters as a part of the single-family residence, by a special permit from the Zoning Board of Appeals. The owner-occupant could add up to 20% of the original floor area in establishing the accessory dwelling unit, assuming such addition, and the lot, would otherwise meet applicable zoning requirements. The accessory dwelling unit would have to be part of the main residence and have independent and separate living, sleeping, eating, cooking, and sanitary facilities. It would also have to have sufficient off-street parking spaces for the occupants of each dwelling unit and adequate means of ingress and egress to the outside (normally two separate doors opening to the outdoors at ground level).

In addition to the foregoing requirements, which are contained in both the Planning Board's and the Citizens' Articles, there are a number of other requirements on which the two Articles differ or which are included in one and not in the other. These additional requirements, and the essential differences, are set forth below. References are to the Planning Board's or to the Citizens' Article, as the case may be.

1. Definition of Accessory Dwelling Unit:

   While both Articles are essentially the same in that the accessory dwelling unit must be a permanent, separate, independent unit within the main dwelling structure, containing living, sleeping, eating, cooking, and sanitary facilities, the Articles differ on the issue of the maximum size of the accessory dwelling.

   Planning Board Article (Paragraph 1). No size requirement is stated. Thus, the accessory dwelling unit could be larger than the main dwelling unit or of equal size. The owner-occupant could live in either unit.

   Citizens' Article (Paragraph 1). The accessory dwelling unit would be limited to a maximum size equal to 35% of the gross floor area of the total building, excluding the area of any attached garage, shed, etc. The owner-occupant could occupy either the accessory unit or the principal residence.

2. Use of Accessory Building as Living Quarters by Employee of Owner.

The Zoning By-Laws presently permit the owner of the lot to provide living quarters for an employee on the upper floor of a garage or stable.

Planning Board Article (Paragraph 2). The Planning Board would delete this provision, thereby prohibiting occupancy of a garage or stable by an employee in the future unless such occupancy is in effect when the proposed By-Law goes into effect, thereby creating a prior non-conforming use. Such non-conforming use could thereafter be lost by non-use for a period of two years.

Citizens' Article. Contains no such deletion of the exist- provisions.

3. Lot Size:

Planning Board Article. Contains no minimum lot size requirement. See, however, the discussion with respect to Watershed Protection and density below.

Citizens' Article. (Paragraph 2(c)1(a)). The Citizens' Article proposes a 20,000 square foot minimum lot size and further requires that the lot meet at least 75% of the square foot requirement for the Zoning District in which it is located.

4. Watershed Protection.

Because of the increased population density, and, thus, the increased septic disposal requirements which would exist, both the Planning Board's Article and the Citizens' Article

have attempted to deal with the problem of protecting the Town's lakes, ponds, and streams.

Planning Board Article. (Paragraph 2(h)). The Planning Board's version specifies that no sewage disposal system be located within 500 feet of certain lakes and ponds or within 300 feet of the mean annual high water line of the Sudbury River or certain named brooks, all of which are specified in the Article.

Citizens' Article. The Citizens' Article attempts to deal with water quality through the imposition of the minimum lot size requirement discussed in the preceding paragraph 3. of these comments. Because of the high incidence of lots of 20,000 square feet or less and lots that are non-conforming in size in the vicinity of Lake Cochituate and Dudley Pond, the square foot requirement, and the requirement for at least 75% of the minimum lot size for the District would effectively preclude accessory dwelling units in much of the Lake Cochituate and Dudley Pond watersheds.

5. Density:

Planning Board Article. (Paragraph 2(k)). The Planning Board Article limits the number of accessory dwelling units to not more than 10% of the total number of single household dwellings existing in the Town at the time a special permit is granted. At present, there are roughly 3700 houses in

in Town, so the maximum number of accessory dwelling units would be about 370.

Citizens' Article. While the Citizens' Article contains no cap or limitation on the number of accessory dwelling units (other than not more than one per single family dwelling unit in existence on January 1, 1980), the minimum lot size described above of 20,000 square feet and at least 75% of the requirement for the Zoning District will, as a practical matter, eliminate roughly one-third of the 3,607 single family residences which would otherwise be eligible as of January 1, 1980. If the minimum square foot requirement were 10,000 square feet, without a 75% test, the number of houses thereby precluded would be approximately 7%.

6. Permits and Approvals.

Planning Board. (Paragraphs 2(i) and (m)). The Planning Board's version would require application to the Board of Appeals for special permit. The Conservation Commission would have 35 days from the filing of the application to make comments and recommendation; application for a building permit or certificate of occupancy would be required and no occupancy would be permitted prior to Board of Health approval. Any special permit granted must be recorded with the Registry of Deeds before being exercised.

Citizens' Article. (Paragraphs 2(c)1.(h) and (k)). Application must be made to the Board of Appeals for a special permit and application must be made to the Building Inspector for the building permit or certificate of occupancy, with no use to be made until issuance of same. The Board of Health must give written approval of the septic system.

7. Leases.

Planning Board Article. (Paragraph 2(l)). A lease of the accessory dwelling unit must terminate not later than the expiration of any special permit.

Citizens' Article. No provision concerning leases.

8. Change of Ownership-Renewal.

Planning Board Article. (Paragraphs 2(g) and (m)). The Planning Board's version permits the new owner of a property containing an accessory dwelling under special permit to accept the terms of the special permit in writing and have the benefit of the use of the accessory dwelling. Thus, the special permit is indefinite if the owner(s) wish to maintain it. No further renewal proceeding is required.

Citizens' Article. (Paragraph 2(c)(1.)(l)). A special permit for an accessory dwelling unit shall have a maximum term of five years after which it must be renewed for a further term.

DISCUSSION:

Both the Planning Board's Article and the Citizens' Article represent responses to the growing feeling in Town that additional types of living accommodations must be provided for people who are not able to afford the cost of a single-family residence. Accessory dwelling units would increase the ability of the Town to provide suitable housing for young married couples, retired citizens who wish to remain in Town after disposing of their principal residence, or private citizens who wish to remain in Town and continue to live in their houses although they would not otherwise be able to afford to do so without the financial assistance which would come from the rental of an accessory dwelling unit. Other families may wish to make a space for a parent or in-law during retirement.

During the large amount of public discussion, debate and negotiation among a wide variety of Town Boards interested, there has been virtual unanimity on the need to provide some type of housing of this sort. There have been, however, wide differences of opinion as to some of the technical aspects and many of the subsidiary policy questions. While a good number of these differences of opinion between Boards have been resolved, the differences between the Planning Board's Article and the Citizens' Article reflect in most cases a difference in the degree to which a perceived problem or technical requirement should be met rather than a fundamental difference as to the need for and desirability of at least some accessory dwelling units in Town.

The Finance Committee supports the concept of an accessory dwelling unit By-Law. However, it has serious concerns about the two versions being offered by the Planning Board and by the Citizens.

With respect to the Planning Board's Article, we feel that is does not deal adequately with either the problem of protecting water quality or the problem of density. With respect to water quality, the 500/300 foot setback requirements are intended to deal with water quality and not density. This approach to the problem presents considerable technical difficulties since no data exist at present which would enable the enforcing agencies of the Town to locate the point from which such measurements would be taken. This may be a good start in dealing with the problem, but it needs further technical improvement and some means for relief in cases where such a strict rule may be inappropriate. Similarly, a thorough analysis of the water quality problem would involve both soil and slope study and the preparation of appropriate maps which in turn might permit the creation of zones to deal with this aspect.

The Planning Board's Article makes no effort to deal with density except insofar as a 10% cap would limit the total number of units in Town. The density problem, however, has to do with crowding in neighborhoods with very small lots, parking, traffic, and other municipal services and the like. The 500/300 foot setback requirements only minimally and indirectly provide any relief on the density problem in the areas around Lake Cochituate and Dudley Pond. Further study should be made as to

the effect of the By-Law on density if the Town is to be aware of the total impact and long-term consequences of such a change. The Planning Board does not feel that the 10% cap or the 500/300 foot setback requirements are means of controlling density.

The Planning Board's Article eliminates the present By-Law provision permitting occupancy by an employee of an apartment in an accessory building such as a garage or stable. The Finance Committee does not feel this provision should be eliminated.

With respect to the Citizens' Article, the Finance Committee feels that it inadequately deals with the matter of water quality. The minimum lot size requirements are primarily directed to the density question and do not represent a thorough and comprehensive plan to protect the water quality. The Committee would be in favor of a more direct approach to this problem based on a thorough study and analysis. The Town has a long history of trying to deal with the problems of density in the neighborhoods around Dudley Pond and Lake Cochituate. The Committee feels that to move ahead precipitously without a reasonable degree of certainty that we are not going to aggravate the density problems in this area, would be counter-productive and in fact might undo efforts that have been made over the past four decades to improve the situation. The Finance Committee feels that the Citizens' Article should have a ceiling on the number of accessory dwelling units permitted. As the type of dwelling unit could have a substantial impact on the Town, both as to its character as well as

the impact on Town services, expenses and the tax rate, we would favor a limitation which could, of course, always be reduced or eliminated in the future if experience dictates and a later Town Meeting approves.

We also feel that the Citizens' Article does not deal adequately with the matter of renewal. We favor a provision which would make the Special Permit of indefinite duration as long as its conditions are met and subsequent owners are bound by its terms.

In conclusion, the Finance Committee favors an accessory dwelling unit By-Law. We have had extensive discussions with the Planning Board and representatives of the Citizens who petitioned for the inclusion of Article 22 in this Warrant. The Planning Board has had extensive discussions over the past two or more years and will have had a number of hearings, including the hearing required by statute on the two Articles as presented in this Warrant. We feel that both Articles are getting closer to what we would consider appropriate, but in view of our reservations on the items enumerated above, we cannot recommend either Article as printed.

RECOMMENDATION: The Finance Committee does not recommend approval of the Article.

ARTICLE 22. PETITION TO AMEND ZONING BY-LAWS - ACCESSORY APARTMENTS

Article 22. To see if the Town will vote to amend its Zoning By-Laws in the following manner:

1. By inserting the following paragraph in Section II:

   "(g) An accessory dwelling unit is an additional set of living facilities with permanent provisions for living, cooking, and sanitation, contained within a single residential dwelling and occupying no more than 35% of the gross floor area of the building, exclusive of any garage, shed or similar structure attached to the principal building."

2. By adding the following paragraph (c) of Section V:

   "(c 1.) An accessory dwelling unit is permitted in an owner-occupied single residential dwelling pursuant to a special permit issued under the provisions of paragraph (r) and provided that:

   (a) The lot on which the accessory unit is to be situated contains at least 20,000 square feet, and at least 75% of the requirement for the district in which it is located.

   (b) No more than one accessory unit shall exist on the lot on which it is to be situated.

   (c) The building in which the accessory unit and the principal residence are to be situated existed on January 1, 1980.

   (d) Any additions made after January 1, 1980, to a building for the purpose of accommodating an accessory unit shall not increase the habitable area of the original building by more than 20%; any such additions must meet all zoning requirements; no additions for the purpose of adding an accessory unit shall be allowed on a non-conforming lot.

(e) Either the accessory unit or the principal residence shall be occupied by the owner of the lot on which the accessory unit is situated.

(f) The accessory unit and the principal residence shall each have two means of egress to grade which are in compliance with the Building Code.

(g) Sufficient parking spaces, not less than ten feet by twenty feet, shall be provided off-street for the occupants of each dwelling unit.

(h) The Board of Health shall have given written approval that the septic system serving the dwelling with the accessory unit is in compliance with the Rules and Regulations of the Wayland Board of Health in effect at the time of application for special permit, unless a variance is granted by the Board of Health.

(i) Where a special permit has been issued pursuant to the provisions of this section, the permitted use must commence within one year, otherwise said permit shall lapse.

(j) Floor plans of the accessory unit and the principal residence, and a plot plan showing the location of the building on the lot, shall have been filed with the application after review by the Building Inspector.

(k) Application for a building permit or certificate of occupancy shall be made to the Building Inspector, and no use or occupancy shall commence prior to the issuance of a certificate of occupancy by the Building Inspector.

(l) A special permit issued under this section shall have a maximum term of five years, after which it must be renewed for a further term."

or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant on the petition of more than ten citizens to see if the Town will adopt an Accessory Dwelling Unit By-Law. A discussion of this Article is set forth under the preceding Article which contains another version of an Accessory Dwelling Unit By-Law which has been inserted in the Warrant by the Planning Board.

RECOMMENDATION: For the reasons stated in our comments and recommendations set forth under Article 21 above, we do not recommend the Article.

ARTICLE 23. AMEND ZONING BY-LAWS - NON-CONFORMING USES

PROPOSED BY: PLANNING BOARD

Article 23. To see if the Town will amend its Zoning By-Laws in the following manner:

1. By deleting Section IV which reads as follows:

"This by-law or any amendment thereof shall not apply to any existing building or structures, nor to the existing use of any building or structure or of land to the extent to which it is used at the time of adoption of this by-law, but it shall apply to any change of use thereof and to any alteration of a building or structure when the same would amount to reconstruction, extension or structural change, and to any alteration of a building or structure to provide for its use for a purpose or in a manner substantially different from the use to which it was put before alteration, or for its use for the same purpose to a substantially greater extent, but no building or structure which at the time of the adoption of this by-law was being put to a non-conforming use shall if destroyed to the extent of at least 75% of its insurable value be rebuilt, extended or enlarged unless a permit therefor is authorized by the Board of Appeals after hearing and public notice as provided in Section V(r) and otherwise subject to the terms and provisions set forth in any order issued by said Board of Appeals."

and substituting the following therefor:

"NON-CONFORMING USES

Section IV.

Any structure or use lawfully in existence or lawfully begun, or as to which a building or special permit has issued, before the first publication of notice of public hearing on any provision of these By-Laws or any amendment thereto required by G.L. Chapter 40A, Section 5 may be continued or completed although such structure or use does not conform to the terms of said provision or amendment; subject, however, to the following:

A. Construction or operations under a building or special permit shall conform to any subsequent provision of these By-Laws or any amendment thereto unless the use or construction is commenced within a period of not more than six months after the issuance of the permit and, in cases involving construction, unless such construction is continued through to completion as continuously and expeditiously as is reasonable.

B. Pre-existing non-conforming structures or uses may be changed, extended or altered by a special permit issued pursuant to the provisions of Section X of these By-Laws, provided, that no such change, extension or alteration shall be permitted unless there is a finding by the Board of Appeals that such change, extension or alteration shall not be substantially more detrimental than the existing non-conforming use to the neighborhood.

C. A structure for one or two housekeeping units may be the subject of alteration, reconstruction, extension or structural change without the necessity of a special permit, provided that such alteration, reconstruction, extension or structural change does not increase the non-conforming nature of such structure.

D. Wherever a lawful non-conforming use has not been used for twenty-four consecutive months or more, it shall not be resumed or reestablished and all future uses shall conform to these By-Laws.

E. If a non-conforming structure is damaged or destroyed then any rebuilding or restoration may take place as of right so long as the rebuilding or restoration conforms precisely in size, configuration and extent of use to that which existed prior to the damage or destruction.

F. The Board of Appeals may, but shall not be obligated to, issue a special permit for any changes in size, configuration and extent of use in a damaged or destroyed non-conforming structure, provided that the Board shall find that such change shall not be substantially more detrimental to the neighborhood than the existing non-conforming use.

G. Any permitted restoration or rebuilding shall commence within six months after the issuance of the special permit therefor and shall continue through to completion as continuously and expeditiously as is reasonable, or such permission shall lapse. Unless otherwise authorized by the Board of Appeals, the new or restored structure shall have the same height and location on the lot as the replaced structure."

or take any action relative thereto.

COMMENTS: This Article, submitted by the Planning Board, represents a change in the current policy of the Town regarding non-conforming uses. Up to this time it has been the policy of the Town not to allow reconstruction of non-conforming uses when 75% or more of the insurable value has been destroyed. The 75% insurable value standard has proved to be arbitrary and difficult to apply. The proposed By-Law permits reconstruction as of right of a non-conforming use regardless of the degree of destruction. Reconstruction as of right would tend to increase the value of the real property and prevent a potential significant loss of value in real property whose current use is non-conforming.

The proposed By-Law does, however, establish a new restriction on non-conforming uses or structures. Under the proposed By-Law, a non-conforming use is deemed to be abandoned if not exercised for a twenty-four month period. Moreover, a special permit for the change, alteration or reconstruction of a non-conforming structure will lapse if the structure is not substantially completed within two years of its issuance.

Under the proposed By-Law, a special permit is still required for any change, alteration or reconstruction that deviates from the original non-conforming use or structure, but the Board of Appeals must find, before a special permit may be issued, that any such change, alteration or reconstruction shall not be substantially more detrimental to the neighborhood than the existing use or structure.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 24. AMEND ZONING BY-LAWS - BOARD OF APPEALS

PROPOSED BY: PLANNING BOARD

Article 24. To see if the Town will amend its Zoning By-Laws in the following manner:

1. By deleting the first clause of Section X (a), which reads as follows:

   "(a) A Board of Appeals of three members and two associate members to be appointed by the Selectmen is hereby created under provisions of Chapter 40 of the General Laws and amendments thereto to assume the duties and powers given to such Board hereinbefore stated and further powers as follows:"

   and substituting the following therefor:

   "(a) A Board of Appeals of three members and three associate members to be appointed by the Selectmen is hereby created under provisions of Chapter 40A of the General Laws, as amended, to assume the duties and powers given to such Board hereinbefore stated and further powers as follows:"

2. By deleting Section X (a) 5. which reads as follows:

   "5. To permit enlarging an old or locating a new ice house as needs may require, with such conditions as will protect the community."

   and substituting the following therefor:

   "5. To grant special permits provided for in these By-Laws."

or take any action relative thereto.

COMMENTS: The Article under consideration has three functions. First, the Article expands the number of associate members of the Zoning Board

of Appeals (ZBA) from two to three by amending Section X(a) of the Town's Zoning By-Laws accordingly. Currently the Zoning Board of Appeals is composed of three members and two associate members. The ZBA reports that the size and complexity of its work load has increased significantly over the past few years, and the time in which a decision must be rendered was shortened when the Town accepted G. L. Chapter 40A in 1978. The ZBA seeks by the proposed expansion from two associate members to three to ease the work load on current members and to enable it to complete its work more thoroughly and deliberatively in the shorter statutory period allotted.

The Article under consideration also effects a housekeeping change in the current Section X(a) by amending the reference to the enabling legislation from G. L. Chapter 40 to the G. L. Chapter 40A, since the acceptance of G. L. Chapter 40A by the Town at the 1978 Annual Town Meeting.

The proposed Article also deletes the obsolete Section X(a) (5) which provided for an ice house and replaces that Section with a single explicit reference to the ZBA's power to grant special permits. The ZBA currently has the power to grant special permits. The new Section X(a) (5) is not intended to increase or decrease the current special permit power of the ZBA, but merely states concisely the special permit power as historically conceived and exercised.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 25. JOINT COMMUNICATION FACILITY - PUBLIC SAFETY

PROPOSED BY: BOARD OF SELECTMEN

ESTIMATED COST: $85,000

Article 25. To see if the Town will appropriate $85,000 to improve the communication equipment and facilities at the Public Safety Building, and to establish a joint communication center to assume the communication functions now handled separately by the Police and Fire Departments; to determine whether such appropriation shall be provided by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, or received as grants from the Commonwealth of Massachusetts or Federal government, by borrowing under the authority of the General Laws, or otherwise; and to authorize the Board of Selectmen, upon the approval of that Board and the Finance Committee, to expend the funds provided for the purposes set forth above; or take any action relative thereto.

COMMENTS: This Article will provide the funds, approximately $85,000, to establish a joint communication facility in the Public Safety Building. The facility has been studied and designed by an informal committee composed of the Fire Chief, Police Chief, and a representative of the Board of Selectmen, and representatives of the Police and Fire Fighters unions. The Municipal Building Planning Committee has had responsibility for renovations to the Public Safety Building and has completed nearly all of that work except for those items specifically associated with the establishment of the new joint facility.

Depending on the time of day and anticipated communications activity, the proposed facility will permit the receipt of all Police and Fire Department calls at a single location manned by one or two civilian dispatchers.

The dispatchers operating the facility would receive all emergency phone calls directed to both the Police and Fire Departments and conduct all radio communications with their respective cruisers and fire equipment. Currently, both the Fire and Police Departments maintain 24-hour coverage of their individual operations so that two dispatchers are always on duty in different parts of the same building. As now planned, coverage of the new joint facility will also be provided on three 8-hour shifts. After a trial period, the recommendations of the Police and Fire Chiefs will determine whether there should be more than one dispatcher assigned to any particular shift.

In addition to upgrading the delivery of professional fire and police protection to Town residents, the staffing of the facility will increase the availability of uniformed fire fighters and police officers for emergency response or service.

Although no uniformed Police or Fire Department personnel cuts are planned as a direct result of this investment, it is anticipated that these departments will realize a gradual savings in their operating expenses. Unfortunately, the exact amounts cannot be predicted until collective bargaining with the Police and Fire unions is concluded.

The facility will include radios, mutual alarm systems, TV monitoring of detention cells, fire alarm receivers, etc. Some of the existing equipment which will be replaced was installed 23 years ago.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 26. REMODEL PARK-HIGHWAY GARAGE

PROPOSED BY: PARK-HIGHWAY BUILDING PLANNING COMMITTEE

ESTIMATED COST: $215,000

Article 26. To see if the Town will appropriate the sum of $215,000 to plan, design and carry out the construction, renovation, remodeling, or expansion of the Highway Garage at 195 Main Street; to determine whether such appropriation shall be provided by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, or received as grants from the Commonwealth of Massachusetts or Federal Government, by borrowing under the authority of the General Laws, or otherwise; and to determine whether the Park-Highway Building Planning Committee established by vote of the Town under Article 23 of the Warrant for the 1977 Annual Town Meeting shall be authorized to expend the money appropriated therefor; or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Park-Highway Building Planning Committee and would provide the funds necessary to repair the Highway garage and to provide some additional floor area for the Park and Recreation Department. The Planning Committee was established by the Annual Town Meeting in 1977 to study all aspects of the existing facilities, including location and the possible consolidation of the vehicle maintenance operation of several Town departments. The Committee has concluded that the present location, while not ideal due to its close proximity to a residential neighborhood and the Junior High School, is otherwise conveniently located. Other possible sites would still present neighborhood problems, but perhaps not offer as central a location. While relocation of the garage to the new dump site would have the advantage of providing for all of the responsibilities of the Highway Department at a single location, it is not a convenient site for Park and Recreation activities,

nor is it centrally located. The existing facility, with the 3,000 sq. ft. addition as proposed by this Article, would cost approximately $450,000 to replace at some other location. Accordingly, the Committee recommends that the existing facility be repaired and enlarged.

Of the proposed cost of $215,000, approximately $120,000 will be expended in the present building to improve the electrical systems, plumbing systems, fire safety equipment, ventilation toilets, locker and lunch facilities, and eliminate numerous existing building code violations. Thus, the general working conditions for the Town employees of the Park and Recreation Department as well as the Highway Department will be substantially improved. The remaining funds, approximately $95,000, will provide 3,000 sq. ft. of space to be occupied by the Park and Recreation Department. The Park and Recreation Department currently occupies three bays at the front of the building where there is little or no vehicular or equipment storage space. With the enlarged facility, the Department will no longer have to rent space at other locations for the storage of seasonal equipment and will be able to repair its equipment at its primary work site. The planned enlargement will permit the Park and Recreation Department to store most of its equipment under cover; thus, the front of the building will no longer serve as an equipment storage area. Landscaping of the building, while not included in this appropriation, will

come from the regular operating funds of the two Departments in the next few years, thus making the building a better neighbor for the homes in its immediate area.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 27. TRANSFER OF FUNDS

PROPOSED BY: FINANCE COMMITTEE

Article 27. To see what sum, if any, the Town will vote to transfer from available funds to meet any of the appropriations made under the foregoing Articles.

ARTICLE 28. TAX CAP - APPROPRIATIONS

PROPOSED BY: FINANCE COMMITTEE

Article 28. To see if the Town will vote to exceed the appropriations limit as set forth in Chapter 151 of the Acts of 1979, as amended, by a specified amount, or take any other action relative thereto.

COMMENTS: See Finance Committee Report under TAX CAPS on Page 10.

ARTICLE 29. TAX CAP - LEVY

PROPOSED BY: FINANCE COMMITTEE

Article 29. To see if the Town will vote to increase the property tax levy limit as set forth in Chapter 151 of the Acts of 1979, as amended, by a sum not exceeding a specified amount, or take any other action relative thereto.

COMMENTS: See Finance Committee Report under TAX CAPS on Page 10.

ARTICLE 30. TAX CAP - FREE CASH

PROPOSED BY: FINANCE COMMITTEE

Article 30. To see if the Town will vote to exempt a specified amount of free cash from the requirement of Chapter 151 of the Acts of 1979, as amended, that free cash "... be used as a continuing appropriation for the purpose of reducing the property tax levy for the next succeeding fiscal year...," or take any other action relative thereto.

COMMENTS: See Finance Committee Report under TAX CAPS on Page 10.

You are required to serve this Warrant by posting copies thereof, attested by you, at the Town Building, at the public libraries in Cochituate and in Wayland Center, and by mailing or delivering a copy thereof addressed to each residence in the Town, seven days, at least, before the time appointed for such election.

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before March 26, 1980.

Given under our hands and seals this seventeenth day of March, 1980.

HERBERT N. ODELL, JR.
MARCIA P. CROWLEY
W. H. IRVINE
L. THOMAS LINDEN
CATHERINE W. SEILER

Selectmen of the Town of Wayland

WILLIAM G. SEGAL
BERNICE B. SAMELSON
ROBERT S. SWAIN, JR.
JONATHAN STRONG
EDWARD WOLL
PAUL F. FOSKETT
KAREN E. BROTHERS

Finance Committee

APPENDIX A

WAGE AND SALARY CLASSIFICATION PLAN, ARTICLE II, SECTION I
FISCAL YEAR 1981

The Personnel Board has proposed amending the Wage and Salary Plan of the Town by setting forth all positions with fiscal 1980 and fiscal 1981 salary ranges, where available. The appropriation for the salaries to be paid and the place within the range at which the incumbent employees will be placed are reflected in the budget proposed under Article 5. These have resulted from recommendations made to the Personnel Board by the department heads and the elected board members, and decisions made by the Personnel Board. The proposed amendment follows.

Section 1. The positions of all non-elected Town employees are classified under the following job titles with the wage or salary rates set forth:

ADMINISTRATIVE AND PROFESSIONAL

	Fiscal Year 1980	Fiscal Year 1981
Executive Secretary	$27,000	$30,000
Administrator of Financial Services and Personnel	25,500	28,000
Administrative Assistant	13,000	14,500
Fire Chief	26,500	28,500
Police Chief*	28,873	31,000
Town Accountant	20,500	22,500
Highway Superintendent	23,850	25,350
Park and Recreation Superintendent	21,600	23,600
Water Superintendent	21,150	23,250
Treasurer-Collector	17,000	18,500
Town Surveyor	21,300	23,000
Building and Zoning Inspector	18,750	20,250
Detached Social Worker	23,100	24,600
Library Director	17,000	18,250
Conservation Administrator	15,000	16,500
Data Processing Manager	20,000	21,500
Dog Officer	10,300	11,100

* Police Chief, by State law, receives 1.8 times the pay of the maximum rate of police officer.

POLICE DEPARTMENT* (Negotiations in progress for FY 1981 wages)

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	Maximum
P-4	Lieutenant	1980	$18,572	$19,512	$20,497	$21,532
		1981				
P-3	Sergeant	1980	16,056	16,847	17,686	18,571
		1981				
P-1	Police Officer	1980	13,593	14,138	14,704	15,288
		1981				

FY 1980 - Night differential of 20¢ per hour. Stipend of $750 per year when officer serves as Investigative Officer; stipend of $2,000 per year for service as Youth Officer; stipend of $500 for service as Prosecuting Officer.

FIRE DEPARTMENT*

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	Maximum
F-5	Deputy Chief	1980	$20,606	$20,606	$20,606	$20,606
		1981	21,430	21,430	21,430	21,430
F-4	Captain	1980	16,669	17,262	17,879	18,521
		1981	17,336	17,952	18,594	19,262
F-3	Mechanic and Electrician	1980	15,680	16,248	16,835	17,445
		1981	16,307	16,898	17,508	18,143
F-2	Clerk	1980	14,338	14,852	15,383	15,936
		1981	14,912	15,446	15,998	16,573
F-1	Firefighter	1980	13,727	14,218	14,723	15,250
		1981	14,276	14,787	15,312	15,860

FY 1980 - Firefighters qualified as Emergency Medical Technicians receive a stipend of $500 per year.

* The Chiefs are listed under Administrative and Professional

LIBRARY (Director set forth in Administrative and Professional)
(S-Schedule to be determined by Personnel Board for FY'81)

Grade	Title	Fiscal Year	Start. Salary	After 1 Year	After 2 Years	After 3 Years
S-18	Assistant Dir.	1980 1981	$13,874	$14,419	$14,995	$15,597
S-15	Childrens Libr.	1980 1981	12,319	12,818	13,325	13,874
S-14	Assistant Libr.	1980 1981	11,856	12,319	12,818	13,325
S-9	Jr. Asst. Libr.	1980 1981	9,747	10,133	10,536	10,970
S-8	Sr.Libr.Asst.	1980 1981	9,369	9,747	10,133	10,536
S-6	Libr.Asst.	1980 1981	8,660	9,015	9,369	9,747
	Hrly.Libr.Cl.	1980 1981	4.00	4.00	4.00	4.00
	Hrly.Libr.Page*	1980	2.78	2.78	2.78	2.78

HIGHWAY (Negotiations in progress for FY 1981 wages)

Grade	Title	Fiscal Year	Start. Salary	After 1 Year	After 2 Years	After 3 Years
H-11	Gen.Foreman and Master Mech.	1980 1981	6.78	7.01	7.24	7.49
H-10	Working Foreman	1980 1981	6.56	6.78	7.01	7.24
H-9	Mech.Welder	1980 1981	6.35	6.56	6.78	7.01
H-8	Area Disp.Oper.	1980 1981	6.14	6.35	6.56	6.78
H-7	Heavy Eq.Oper.	1980 1981	5.95	6.14	6.35	6.56
H-6	Med.Equip.Oper.	1980 1981	5.76	5.95	6.14	6.35
H-4	Laborer-Driver	1980 1981	5.40	5.57	5.76	5.95
H-1	Laborer C	1980 1981	4.92	5.07	5.23	5.40
Hrly.Sr.Misc.Lab.*		1980 1981	4.00	4.00	4.00	4.00
Hrly.Misc.Lab.*		1980	3.50	3.50	3.50	3.50

*Seasonal and intermittent; not permanent employees.

APPENDIX A - Continued

OFFICE STAFF - UNION (Negotiations in progress for FY 1981 salaries)

Grade	Title	Fiscal Year	Start. Sal.	After 1 Yr.	After 2 Yrs	After 3 Yrs	After 4 Yrs	After 5 Yrs	After 6 Yrs
C-1	Apprent.Clerk	1980 1981	$6030	$6286	$6545	$6798	$7077	$7352	$7651
C-5	Junior Clerk	1980 1981	7076	7352	7651	7952	8273	8604	8948
C-6	Mach.Rm.Clerk	1980 1981	7352	7651	7952	8273	8604	8948	9306
C-7	Switchbd. Oper/Recept.	1980 1981	7651	7952	8273	8604	8948	9306	9678
C-8	Senior Clerk	1980 1981	7952	8273	8604	8948	9306	9678	10079
C-12	Prin.Clerk	1980 1981	9311	9675	10055	10461	10882	11317	11770
C-15	Payroll Super.	1980 1981	10461	10882	11317	11770	12245	12735	13244

Stipends of $500 are added, by vote of the Personnel Board, to Principal Clerks for elected boards who do not have an on-premises supervisor employer: Assessors and Water Department. Stipend of $360 added to Principal Clerk who also serves as Assistant Treasurer.

OFFICE STAFF - NON-UNION *

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	After 3 Years
S-18	Secretary to Executive Sec'y, Computer Operator-Lead	1980 1981	13,874	14,419	14,995	15,597
Hourly	Senior Secretarial Aide**	1980 1981	4.41	4.41	4.41	4.41
Hourly	Secretarial Aide**	1980 1981	3.93	3.93	3.93	3.93

**Seasonal or intermittent employees. Not permanent employees, no fringe benefits.

TOWN SURVEYOR *

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	After 3 Years
S-15	Senior Engineering Aide	1980 1981	12,319	12,818	13,325	13,874
S-11	Engineering Aide	1980 1981	10,534	10,970	11,404	11,856

BOARD OF HEALTH *

S-20	Nurse-Practitioner	1980 1981	14,995	15,597	16,219	16,867
S-18	Nurse #2	1980 1981	13,874	14,419	14,995	15,597
S-16	Nurse #1	1980 1981	12,818	13,325	13,874	14,419
S-1	Nursing Aids**	1980 1981	7,117	7,406	7,712	8,009
Hourly	Health Inspector	1980	7.29	7.29	7.29	7.29
Contract - Environmental Eng.		1980 1981	7,050 13,700			
Contract - Collector of Dead Animals		1980 1981	600 600			
Contract - School Physician		1980 1981	3,000 3,000			
Contract - Animal Inspector		1980 1981	630 630			

*S-Schedule to be determined by Personnel Board for FY'81.
**Pro-rated to reflect 40-week year.

PARK AND RECREATION DEPARTMENT (Superintendent listed in ADMINISTRATIVE AND PROFESSIONAL; negotiations in progress for FY 1981 wages.)

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	After 3 Years
W-10	Foreman,Mechanic	1980	6.46	6.69	6.92	7.17
		1981				
W-9	Working Foreman	1980	6.24	6.46	6.66	6.92
		1981				
W-6	Heavy Equip.Oper.	1980	5.62	5.82	6.02	6.24
		1981				
W-4	Laborer-Driver	1980	5.25	5.43	5.62	5.82
		1981				
W-3	Laborer-A	1980	5.07	5.25	5.43	5.62
		1981				
	Seasonal Laborer	1980	3.55	3.70	3.70	3.70*
		1981				

Seasonal - Beach - Fiscal Year 1981*	Hourly Rate
Supervisor	4.20
Head Guard	3.75
Guard	3.20
Beach Police	2.90
Instructor	3.50
Instructor Aide	3.00

Seasonal - Playground - Fiscal Year 1981*	
Supervisor	3.75
Senior Leader	3.40
Junior Leader	2.17

*Pending Personnel Board Review

WATER DEPARTMENT (Superintendent listed in ADMINISTRATIVE AND PROFESSIONAL; negotiations in progress for FY 1981 wages.)

Grade	Title	Fiscal Year	Starting Starting Salary	After 1 Year	After 2 Years	After 3 Years
WS-15	Maintenance #1	1980	12,412	12,887	13,375	13,886
		1981				
WS-11	Maintenance #2	1980	10,721	11,134	11,545	11,974
		1981				
Contract Meter Reader		1980	60¢ per meter read			
		1981				

APPENDIX A - Continued

PART-TIME AND SEASONAL POSITIONS

Title	Salary FY 1980	Salary FY 1981
Inspectors - Gas	$3,565	$3,565
Wiring	7,130	7,130
Plumbing	2,775	2,775
Sealer of Weights and Measures	250	250
Veterans Agent	5,000	5,000
Auxiliary Police Chief	1,200	1,200
Registrars of Voting	50	50
School Traffic Supervisors	2,513	in negotiation
Substitutes	59.83/week	in negotiation
Special Police, Matrons	5.96/hr	in negotiation
Police Cadet-Interns	110.00/week	110.00/week
Police Dispatchers	4.37/hr	*
Call Firefighters	5.96/hr	*
Divers	10.00/hour	10.00/hour

* To be determined by Personnel Board within constraint of budget, as voted, and approved by the Board of Selectmen.

APPENDIX B

SCHOOL SALARY SCHEDULE

	Fiscal Year 1980	Fiscal Year 1981
ADMINISTRATION		
CENTRAL OFFICE PERSONNEL		
Superintendent of Schools	$45,000 (plus 2,500 annuity)	$48,000 (plus 2,500 annuity)
Asst. Supt. for Personnel	37,000	40,000
Asst. Supt. for Business	34,200	36,600
Asst. Supt. for Curriculum	33,000	35,000
SYSTEMWIDE PERSONNEL		
Pupil Personnel Services	27,700	29,400
Health Education (.5 teacher)	27,000	29,000
PRINCIPALS		
High School	38,500	41,000
High School Assistant	29,600	32,100
High School Assistant	30,900	33,300
Junior High School	34,250	37,000
Junior High School Assistant	28,700	31,600
Elementary Principal	30,730	33,200
Elementary Principal	30,520	33,300
NON-UNION PERSONNEL		
Social Worker	18,400	19,700
Cafeteria Director (10 months)	14,000	15,200
Plant Engineer	18,000	19,200

APPENDIX B - Continued

TEACHERS' SALARY SCHEDULES

Step	Fiscal Year	Bachelor	B + 15	Master	M + 30	M + 60	Ph. D.
1	1980	11,694	11,971	12,387	12,940	13,493	14,600
	1981	12,279	12,570	13,006	13,587	14,168	15,330
2	1980	12,246	12,524	13,010	13,631	14,186	15,293
	1981	12,858	13,150	13,661	14,313	14,895	16,058
3	1980	12,802	13,077	13,631	14,323	14,876	15,984
	1981	13,442	13,731	14,313	15,039	15,620	16,783
4	1980	13,356	13,631	14,253	15,016	15,568	16,676
	1981	14,024	14,313	14,966	15,767	16,346	17,510
5	1980	13,908	14,186	14,876	15,707	16,260	17,368
	1981	14,603	14,895	15,620	16,492	17,073	18,236
6	1980	14,462	14,738	15,500	16,399	16,953	18,059
	1981	15,185	15,475	16,275	17,219	17,801	18,962
7	1980	15,016	15,292	16,122	17,091	17,644	18,752
	1981	15,767	16,057	16,928	17,946	18,526	19,690
8	1980	15,568	15,846	16,745	17,782	18,337	19,444
	1981	16,346	16,638	17,582	18,671	19,254	20,416
9	1980	16,123	16,399	17,368	18,475	19,029	20,135
	1981	16,929	17,219	18,236	19,399	19,980	21,142
10	1980	16,676	16,953	17,992	19,167	19,719	20,829
	1981	17,510	17,801	18,892	20,125	20,705	21,870
11	1980	17,229	17,507	18,612	19,860	20,413	21,520
	1981	18,090	18,382	19,543	20,853	21,434	22,596
12	1980	19,571	19,704	19,750	20,551	21,104	22,211
	1981	20,745	20,886	20,925	21,579	22,159	23,322
13	1980			20,050	21,244	21,797	22,904
	1981			21,053	22,306	22,887	24,049
14	1980			22,296	24,532	26,056	27,254
	1981			23,634	26,004	27,619	28,889

LEADERSHIP STIPENDS		Fiscal Year 1980	Fiscal Year 1981
Department Heads	9-12	1,930	2,035
Department Heads	K-12	2,110	2,230
Team Leaders	K- 6	1,930	2,035
House Leaders	7-8	1,390	1,480
Curriculum Ldrs.	7-8	1,115	1,175
Coordinator	6		2,035

CO-CURRICULAR ACTIVITIES				
Athletic Coaching:	Group I	2,560	2,700	Athletic Dir.
	Group II	2,450	2,585	Hd.Football Coach
	Group III-VI	890 - 2,005	940 - 2,115	Other Coaches
Other Activities:	Group I	1,445	1,525	Drama Club
	Group II	1,135	1,200	Sr. Yearbook
	Group III-VIII	245 - 780	260 - 820	Various Act.

Substitute Teachers - Fiscal Year 1980: $25.00 per day; 10th to 44th day = $30.00; 45th to 90th day = $60.00

SCHOOL SECRETARIAL - UNION

12 Month Title	Fiscal Year	Start. Salary	After 1 Year	After 2 Yrs	After 3 Yrs	After 4 Yrs	After 5 Yrs	After 6 Yrs
Secretary	1980	8,592	8,924	9,181	9,555	9,903	10,741	11,599
	1981	9,193	9,549	9,824	10,224	10,596	11,493	12,411
Secretary-Data Pr.	1980	8,792	9,224	9,581	10,055	10,503	11,441	12,399
	1981	9,393	9,849	10,224	10,724	11,196	12,193	13,211
Secretary-Recept.;	1980	8,592	8,924	9,181	9,555	9,903	10,741	11,599
Bookkeeper	1981	9,193	9,549	9,824	10,224	10,596	11,493	12,411
Bookkeeper,	1980	8,592	8,924	9,281	9,755	10,203	11,141	12,099
Data Proc.	1981	9,193	9,549	9,924	10,424	10,896	11,893	12,911
10 Month - 35 Hours								
Secretary;	1980	5,987	6,224	6,393	6,650	6,891	7,474	7,843
Secretary-Recpt.	1981	6,406	6,660	6,841	7,116	7,373	7,997	8,392
10 Month - 32.5 Hours								
Secretary-Recept.	1980	5,361	5,569	5,730	5,949	6,190	6,786	7,128
	1981	5,736	5,959	6,131	6,365	6,623	7,261	7,627
10 Month - 30 Hours								
Secretary	1980	4,780	4,890	5,029	5,238	5,473	6,083	6,385
	1981	5,115	5,232	5,381	5,605	5,856	6,509	6,832
10 Month - 27 Hours								
Library Aide	1980	4,227	4,382	4,510	4,692	4,906	5,478	5,746
	1981	4,523	4,689	4,826	5,020	5,249	5,861	6,148
10 Month - 25 Hours								
Clerical Aide	1980	3,911	4,061	4,184	4,366	4,553	5,136	5,393
	1981	4,185	4,345	4,477	4,672	4,872	5,496	5,771

SCHOOL SECRETARIAL-CLERICAL - NON-UNION*

12 Month

Title	Fiscal Year	
Secretary to Superintendent	1980	13,832
	1981	!5,000
Secretaries to Asst. Supts.(2)	1980	12,188
	1981	13,500

10 Month

	Fiscal Year	Start. Salary	After 1 Year	After 2 Yrs	After 3 Yrs	After 4 Yrs	After 5 Yrs.
Lab.Assistant	1979	4,655	4,815	5,030	5,320	5,665	
Study Hall Aide	1979	4,515	4,725	5,010	5,280	5,620	
Special Needs Aide 30 Hours	1979	4,315	4,441	4,641	4,920	5,220	
Special Needs Aide 25 Hours; Teacher Aide	1979	3,595	3,705	3,875	4,100	4,351	

*FY 1980 salaries not fixed at this writing. Ten month personnel have formed a collective bargaining unit.

CUSTODIAL SALARIES AND WAGES

Category 6 - Matron (10 months)	1980	3,339	4,032	4,259	4,964	4,964	
	1981	4,590	4,860	5,238	5,616	5,940	
Category 5 - Maintenance Men	1980	(new position)					
	1981	11,024	12,064	12,625	13,187	13,749	14,310
Category 4-Custodian	1980	8,674	9,734	10,296	10,858	11,336	11,898
	1981	12,480	13,312	14,019	14,581	15,142	15,725
Category 3-Custodian	1980	8,486	9,526	10,067	10,629	11,086	11,648
	1981	11,440	12,646	13,187	13,728	14,269	14,830
Category 2-Custodian	1980	8,070	9,027	9,610	10,171	10,587	11,066
	1981	10,400	11,440	12,293	12,705	13,416	13,957
Category 1-Custodian Nights	1980	7,488	8,486	8,986	9,506	9,880	10,192
	1981	9,256	9,984	10,816	11,502	12,189	12,896
Category 1-Custodian Days	1980	7,384	8,382	8,902	9,422	9,797	10,026
	1981	9,048	9,776	10,608	11,294	11,981	12,688

APPENDIX C

SALARY SCHEDULE - ELECTED TOWN OFFICERS

	Fiscal Year 1980	Fiscal Year 1981
Selectmen	$100	$100
Assessors - Chairman	$1,100	$1,600
Assessors	1,000	1,500
Town Clerk	14,100	15,400
Board of Health	50	50
Water Commissioners	75	75

APPENDIX D

CAPITAL PLANNING COMMITTEE

CAPITAL BUDGET and PROGRAM

1981 - 1985

The Capital Planning Committee (CPC) is charged with reviewing the financial impact of all possible capital expenditure items of all Town Boards and Committees. A Capital item is defined as:

A. All new municipal buildings, structures, improvements, and alterations with a cost of $10,000. or more.

B. All mechanical equipment, machinery, computers, office equipment, tools, etc. with a cost of $10,000. or more.

C. All land acquisitions.

D. All purchases of cars, trucks, and similar licensed vehicles.

Information for this report was gathered through the use of capital request forms, follow up meetings with the submitting authorities, and with on site visits. Priorities were determined by need and cost.

To determine the relative need of each capital item, the CPC considered the justification as presented by the submitting authority, the positive or negative effect on the related service, and the economic effect of the proposed capital expenditure on the operating budget and the tax rate.

In addition to the capital items recommended for the 1981 budget several other capital proposals are listed separately in the Capital Budget and Program Summary. The Joint Communication Article and the Landfill Mini Transfer Station item were not submitted in time for the CPC to examine them thoroughly. And based on information given to CPC we do not think the Park/Highway Garage Addition will provide an adequate or cost effective solution to the work and storage space problems of the Park Department and Highway Department.

Capital programming is an on going process and will be reviewed and revised annually as changing needs and priorities are examined. The CPC hopes the information provided in this report will assist the voters with their Town Meeting decisions.

Respectfully submitted,

Virginia Casale
E. Mike Brown
William Lehmberg
Douglas Mitchell
Barbara Bowens, Chairman

CAPITAL BUDGET AND PROGRAM SUMMARY

	ACTUAL		BUDGET		PROPOSED PROGRAM		
	1979	1980	1981	1982	1983	1984	1985
General Government		$ 21,800		$ 5,000			
Conservation Commission	$ 56,000		$ 3,180				
Police Department	21,671	22,000	27,500	26,500	$ 27,565	$ 28,400	$ 29,250
Fire Department	10,000		ER 7,000		65,000	42,000	35,000
School Department		27,000	10,000	28,000	24,000	39,000	38,500
Library		10,000	15,000	5,000	15,000	10,000	
Park and Recreation	6,800	31,300	23,500	17,000	11,000	21,000	
Highway	136,965	48,000	111,000	105,000	84,816	157,767	64,816
Unclassified	2,900						
GRAND TOTAL	$234,336	$160,100	*$190,180	$186,500	$227,381	$298,167	$167,566
** $ Effect on Tax Rate	.92	.73	.84	.83	1.01	1.32	.74
***Capital % Budget	2.0	1.3	1.5	1.5	1.8	2.4	1.3
Water Department	88,000	95,000	41,000	88,000	71,000	85,000	71,000

Other 1981 Capital Items:	Highway Garage Addition	$215,000
	Joint Communication Center	85,000
	Land Fill Mini Transfer Station	60,000
	TOTAL	$360,000
	$ Effect on Tax Rate	1.59

* 1981 Grand Total excludes $7,000 covered by Fire Department Equipment Reserve Fund.
** Based on 1980 Tax Rate $225,780 = $1.00.
*** Based on 1980 Budget $12,329,360.

PROPOSED CAPITAL BORROWING PROGRAM

	1981	1982	1983	1984	1985
Current Debt Service	$900,523	$849,538	$409,578	$393,636	$377,693
* Septage Facility $115,000		19,550	18,745	17,940	17,135
** Library Addition $800,000			144,000	137,600	131,200
TOTAL	$900,523	$869,088	$572,323	$549,176	$526,028
Effect on Tax Rate					
Debt Service	3.99	3.85	2.53	2.43	2.33
Capital Items	.84	.83	1.01	1.32	.74
Total Effect	4.83	4.68	3.54	3.75	3.07

* Wayland's share borrowed at 7% over 10 years.
** Borrowed at 8% over 10 years.

CAPITAL PROJECTIONS 1981 - 1985

	1981	1982	1983	1984	1985
WATER DEPARTMENT					
A. Land	* $ 60,000	$ 0	$ 0	$ 0	$ 0
B. Structures	25,000	60,000	55,000	55,000	55,000
C. Machinery	6,000	6,000	6,000	20,000	6,000
D. Equipment & Furnishings	0	12,000	0	0	0
E. Other	10,000	10,000	10,000	10,000	10,000
* TOTAL	$ 41,000	$88,000	$ 71,000	$ 85,000	$ 71,000

* The CPC has not attempted to estimate the effects of these amounts on the water rates. Land acquisition not included in totals.

CAPITAL PROJECTIONS 1981 - 1985

	1981	1982	1983	1984	1985
GENERAL GOVERNMENT					
Surveyor Van	$	$ 5,000	$	$	$
CONSERVATION COMMISSION					
Maintenance Truck	3,180				
POLICE DEPARTMENT					
4 Vehicles	27,500	26,500	27,565	28,400	29,250
FIRE DEPARTMENT					
Replace Car I	* 7,000 ER				
New Pumper			65,000		
Replace Car II				7,000	
Repower Engine 3				35,000	
Repower Ladder I					35,000
TOTAL	$ 0	---	$65,000	$42,000	$35,000

* Fire Department Equipment Reserve Fund

SCHOOL DEPARTMENT					
Roofs	10,000	9,500	9,500	8,500	7,500
Bus Replacement				19,000	19,500
Boss Program		18,500	14,500	11,500	11,500
TOTAL	$10,000	$28,000	$24,000	$39,000	$38,500
LIBRARY					
Gutters, Roof Tiles	15,000				
Caulking		5,000	5,000		
Painting			10,000	5,000	
Carpeting				5,000	
TOTAL	$15,000	$ 5,000	$15,000	$10,000	

CAPITAL PROJECTIONS 1981 - 1985

	1981	1982	1983	1984	1985
PARK & RECREATION DEPT.					
Tractor Front-End Loader	$18,000	$	$	$	$
Small Truck	5,500				
F-350 Dump Truck		10,000			
Supt. Vehicle (Truck)		7,000			
F-600, Dump/Plow			11,000		
F-350, Dump				10,000	
F-250, Plow				11,000	
TOTAL	$23,500	$17,000	$11,000	$21,000	
HIGHWAY DEPARTMENT					
Front-End Loader	75,000				
1 Hyster Compactor		85,000			
2 Ten-Ton Trucks			64,816		
Bulldozer				137,767	
2 Twelve-Ton Trucks					64,816
2 Pickup Trucks	16,000				
Garage Repair Program	20,000	20,000	20,000	20,000	
TOTAL	$111,000	$105,000	$84,816	$157,767	$64,816
GRAND TOTAL	$190,180	$186,500	$227,381	$298,167	$167,566

APPENDIX E

Salary and Wages ($17,000 or more)

The following amounts are from W-2 forms for calendar year 1979, and include any overtime and stipends. Please see Appendices A and B for base salary for each job. The difference between base salary and the amount shown below are overtime or stipends which vary from year to year.

GENERAL GOVERNMENT:

Executive Secretary	$24,359	Town Surveyor	$20,920
Administrative Asst.	22,629	Bldg. & Zoning Insp.	17,893

HEALTH:

Social Worker	$22,620

PARK DEPARTMENT:

Superintendent	$20,849

HIGHWAY DEPARTMENT: (INCLUDES OVERTIME)

Superintendent	$23,027	Master Mechanic	$17,971
Foreman	18,097		

WATER DEPARTMENT:

Superintendent	$20,667	Maint. Man	$17,935
Maint. Man	17,132		

POLICE DEPARTMENT: (INCLUDES OVERTIME AND PRIVATE DETAILS*)

Chief	$28,574	Patrolman	$25,743
Lieutenant	22,278	Patrolman	25,835
Youth Officer	24,666	Patrolman	23,031
Sergeant	21,190	Patrolman	23,730
Sergeant	22,914	Patrolman	26,711
Sergeant	19,936	Patrolman	19,284
Sergeant	27,552	Patrolman	20,374
Sergeant	24,515	Patrolman	18,686
Patrolman/Detective	17,290		

FIRE DEPARTMENT: (INCLUDES OVERTIME)

Chief	$24,591	Firefighter	$19,087
Deputy Chief	24,314	Firefighter	19,678
Captain	24,608	Firefighter	20,171
Captain	23,260	Firefighter	19,754
Captain	21,377	Firefighter	20,837
Firefighter/Mechanic	22,802	Firefighter	18,765
Firefighter/Clerk	18,213	Firefighter	18,629
Firefighter/Electr.	21,781	Firefighter	17,051
Firefighter	20,348	Firefighter	20,226
Firefighter	18,531	Firefighter	18,449
Firefighter	17,423	Firefighter	19,572
Firefighter	19,905	Firefighter	18,696

* The Town pays police officers for private detail work and is subsequently reimbursed by the company or individual which has hired the police officers.

SCHOOL DEPARTMENT:

Administration:

Superintendent	$46,022	Asst.Supt.Curriculum	$29,999
Asst.Supt.Bus.Adm.	33,199	Asst.Supt.Personnel	35,249

SYSTEM WIDE PERSONNEL:

Dir.Health Educ.	$28,145	Dir.Pupil Services	$26,699
Plant Engineer	17,474	Social Worker	17,799

PRINCIPALS:

High School	$37,249	Asst.Jr.High School	$27,899
Asst.High School	28,699	Loker School	29,664
Asst.High School	29,949	Happy Hollow	29,459
Jr. High School	33,049	Claypit School	30,024

DEPARTMENT HEADS:

	$26,019	$22,374	$24155	$29,143
	24,160	25,620	22,664	20,380
	28,709	25,610	22,163	

LIBRARIANS: $21,845

SPECIAL NEEDS COORD: $19,068

TEACHERS:	$18,974	$24,415	$17,453	$18,974	$17,468
	24,005	19,268	21,570	25,091	17,610
	25,091	18,182	19,539	27,189	23,810
	24,360	17,793	23,967	23,630	18,974
	23,630	17,463	19,780	28,451	18,846
	26,956	22,245	17,468	20,084	18,426
	25,756	25,843	19,434	18,428	24,685
	21,251	23,957	21,620	18,974	23,630
	24,220	23,617	23,780	23,897	17,223
	19,127	23,630	19,727	20,084	18,103
	24,075	24,705	21,620	18,974	21,720
	20,740	21,758	25,166	18,974	22,244
	23,630	18,794	20,309	23,290	20,554
	19,034	20,935	26,804	21,470	17,503
	20,341	24,155	23,214	18,974	21,945
	23,817	19,572	18,060	21,470	17,721
	24,217	22,125	19,945	21,470	18,974
	23,630	17,062	19,171	21,470	19,480
	21,659	24,330	20,931	21,695	21,720
	19,016	25,691	23,146	22,595	18,246
	21,826	20,695	28,771	23,630	27,856
	27,556	21,470	18,846	24,345	26,019
	23,630	27,181	23,785	17,503	26,956
	25,241	28,546	21,441	18,974	20,167
	18,846	21,470			

APPENDIX F

REFER TO ARTICLE 11

TOWN BY-LAWS

Article 20. Penalty.

Whoever shall breach or violate any provision of these By-Laws, the Zoning By-Laws, the Building Code, the Electrical Code and/or any of the Rules and Regulations duly adopted by any board, committee or commission of the Town of Wayland as the same may have been amended from time to time, shall be punished by a fine of not exceeding fifty dollars for each offense or for each day of a continued offense, in the absence of an express provision for another penalty.

REFER TO ARTICLE 11

M. G. L. Chapter 40, Section 21

ORDINANCES, BY-LAWS AND REGULATIONS

Chapter 21. By-laws of towns; purposes.

Towns may, for the purposes hereinafter named, make such ordinances and by-laws, not repugnant to law, as they may judge most conducive to their welfare, which shall be binding upon all inhabitants thereof and all persons within their limits. They may, except as herein provided, affix penalties for breaches thereof, not exceeding two hundred dollars for each offense, which shall enure to the town or to such uses as it may direct. Notwithstanding the provisions of any special law to the contrary, fines shall be recovered by indictment or on complaint before a district court, or by noncriminal disposition in accordance with section twenty-one D.

REFER TO ARTICLE 12

TOWN BY-LAWS

Article 7.

A. Dog Regulations

Section 1. No person shall own or keep in the Town any dog which, by biting, by howling or excessive barking, or in any other manner, endangers the safety of any person or disturbs the peace or quiet of any neighborhood.

Section 2. No person shall allow a dog owned or kept by him to be off the premises of such owner or keeper between the hours of 7:00 A.M. and 8:00 P.M., unless the dog is under the control of a responsible person or is held on a leash. The term "control" shall include, though not be limited to, oral or visual commands to which the dog is obedient, but the mere muzzling of a dog shall not satisfy this requirement.

Section 3. No person shall allow a dog owned or kept by him to be in any municipal building, in any place of worship or public assembly, or in any place of business or building open to the public, unless the dog is held on a leash.

Section 4. No person shall allow a dog owned or kept by him to be in a school building or on school grounds between thirty minutes before and thirty minutes after the hours when any school or recreation program is in session, or at the Town Beach at any time during the season when it is open to public use, unless the cognizant authority otherwise specifically permits.

Section 5. The dog officer shall order the restraint and/or muzzling, for a period not to exceed thirty days, of any dog which he finds, after a complaint from an identified person or through his own observation, has:

1. Bitten or threatened the safety of any person;

2. Killed or maimed any domesticated or farm animal;

3. Chased any motor, recreational, or pedal vehicle, or any animal carrying or drawing a person, upon any public or traveled way;

4. Damaged property;

5. Committed any act which places its owner or keeper in violation of a prior Section of this By-Law.

The second time the dog officer issues a restraining or muzzling order regarding the same dog on account of a repeated offense under this Section, the dog officer shall notify the Selectmen in writing so that they may take any further action.

Article 7, continued.

The owner or keeper of any dog that has been ordered to be restrained or muzzled under the provisions of this Section may request the Selectmen in writing to vacate such order.

Section 6. The owner or keeper of a dog who fails to comply with this By-Law, or with any order of the dog officer issued pursuant to the provisions of this By-Law, shall be subject to the following penalties:

First offense: Warning.

Second and subsequent offenses of the same substance: Fine of not more than ten dollars in accordance with Massachusetts General Laws Chapter 140, Section 173 as amended.

In addition, for each offense the owner or keeper of the dog shall be subject to the following charges:

Reimbursement to the dog officer of his expenses for maintaining the dog, if the dog officer finds it necessary to impound the dog until its owner or keeper can be found;

Five dollars as a fee for the handling of the dog.

Before release of an unlicensed dog is made by the dog officer, he shall require that a license be secured. A late fee of one dollar shall be paid to the Town, in addition to the regular license fee, in such instance.

B. Kennel Regulations

The Town Clerk shall issue no kennel permit pursuant to the provisions of G. L. Chapter 140, Section 137A, unless:

Section 1. He shall have received a report from the Dog Officer certifying as follows:

a. That she or he has inspected the premises where applicant's kennel is located or to be located;

b. That the premises proposed are appropriate for use as a kennel and that such use will have no significant adverse effect on the peace and quiet or the neighborhood or on the sanitary conditions there; and

Section 2. Said kennel shall be no closer than twenty feet to any lot line and no closer than fifty feet to any existing dwelling on an abutting lot; provided, however that

Section 3. All kennels which were in existence on July 1, 1975 shall be deemed to have satisfied the provisions of paragraphs 1 and 2 above until July 1, 1976.

As amended by Nov. 12, 1975 Special Town Meeting, Article 10.

REFER TO ARTICLE 12

SPECIAL TOWN MEETING
November 14, 1979

C. Alternative Disposition of Violations

The Dog Officer, taking cognizance of a violation of Article 7 of these By-Laws, may, as an alternative to initiating criminal proceedings, initiate and pursue proceedings for the non-criminal disposition of such violation or violations in accord with the provisions of G. L. Chapter 40, Section 21D to the extent of the specific penalty provided therefor.

M.G.L. Chapter 140, Section 173A

Chapter 173A. Disposition of complaints for violation of dog control laws

Whenever a complaint is sought in a district court for a violation of an ordinance or by-law, made under the provisions of section one hundred and seventy-three, the clerk shall send a written notice to the person complained against stating that such a complaint has been sought and will issue unless such person appears before such clerk and confesses the offense either personally or through an agent duly authorized in writing, or by mailing to such clerk, with the notice the fine provided herein. If it is the first offense subject to this section committed by such person within a calendar year, the clerk shall dismiss the charge without the payment of any fine; if it is the second offense so committed in such city or town in the calendar year the payment to the clerk of a fine of twenty-five dollars shall operate as a final disposition of the case; if it is the third offense so committed in such city or town in a calendar year payment of a fine of thirty dollars shall operate as a final disposition of the case; and if it is the fourth or subsequent offense so committed in such city or town in the calendar year the payment of a fine of fifty dollars shall operate as a final disposition of the case. Such payment shall be made only by postal note, money order or check. Not-provided, however, that no new schedule of fines shall contain a fine in excess withstanding the foregoing procedure and schedule of fines and subject, however, to all of the other provisions of this section, a city or town may, by ordinance or by-law, provide for an alternative procedure and a different schedule of fines; provided, however, that no new schedule of fines shall contain a fine in excess of fifty dollars.

REFER TO ARTICLE 24

M.G.L. Chapter 40A, Section 12

Chapter 12. Boards of appeal; membership; rules

Zoning ordinances or by-laws shall provide for a zoning board of appeals, according to the provisions of this section, unless otherwise provided by charter. The mayor subject to confirmation of the city council, or board of selectmen shall appoint members of the board of appeals within three months of the adoption of the ordinance or by-law. Pending appointment of the members of the board of appeals, the city council or board of selectmen shall act as the board of appeals. Any board of appeals established hereunder shall consist of three or five members who, unless otherwise provided by charter, shall be appointed by the mayor, subject to the confirmation by the city council, or by the selectmen, for terms of such length and so arranged that the term of one member shall expire each year. Each zoning board of appeals shall elect annually a chairman from its own number and a clerk, and may, subject to appropriation, employ experts and clerical and other assistants. Any member may be removed for cause by the appointing authority upon written charges and after a public hearing. Vacancies shall be filled for unexpired terms in the same manner as in the case of original appointments. Zoning ordinances or by-laws may provide for the appointments in like manner of associate members of the board of appeals; and if provision for associate members has been made the chairman of the board may disignate any such associate member to sit on the board in case of absence, inability to act or conflict of interest on the part of any member thereof, or in the event of a vacancy on the board until said vacancy is filled in the manner provided in this section.

The board of appeals shall adopt rules, not inconsistent with the provisions of the zoning ordinance or by-law for the conduct of its business and for purposes of this chapter and shall file a copy of said rules with the city or town clerk. In the event that a board of appeals has appointed a zoning administrator in accordance with section thirteen said rules shall set forth the fact of such appointment, the identity of the persons from time to time appointed to such position, the powers and duties delegated to such individual and any limitations thereon.

Added by St.1975, c.808, Chapter 3.

HELPFUL INFORMATION ABOUT WAYLAND

Town Meeting is scheduled to begin on Wednesday, April 9, 1980, at 7:45 P.M. in the High School Field House. If the business of the meeting is not finished that night, a motion will be made to adjourn to Thursday, April 10th. Further, adjournment, if necessary, will be to Monday and Tuesday, April 14th and 15th.

	1978-79	1979-80
Population	12,723	12,542
Registered Voters	7,464	7,220 *
School Enrollment (October 1, each year)	2,980	2,816
Assessed Valuation	$216,799,248	$223,619,000
Operating Cost of Town	11,243,774	12,329,000
Tax Receipts	9,940,230	9,973,000

The tax rate is $44.60 per $1,000 of assessed valuation.
Town expenditures of $223,600 equal $1.00 on the tax rate.
*Registered voters as of February 5, 1980.
For further information, refer to the Town Report available at the Town Office.

TOWN OF WAYLAND
Board of Selectmen
41 COCHITUATE ROAD
WAYLAND, MASS. 01778

Bulk Rate
U.S. Postage
PAID
Permit No. 16
Wayland, Mass.

POSTAL PATRON
WAYLAND, MASS. 01778